

Minutes of the Regular Meeting
of the Board of Directors
TENAJA COMMUNITY SERVICES DISTRICT
32325 S Pasadena Street
Wildomar, CA 92595
April 7, 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 6:37 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
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 March 3, 2022, were approved, as submitted.
Ayes: Natale, Becker, Hoboy-Tenore, Millington and McDaniel

B. Special Presentation: None

C: Public Forum: No owners were in attendance

D. Consent Calendar:

1. Approval of Warrants

- a. **General Fund – (February -\$24,381.31)**
Permit Fund – (None)
- b. **AD 2004-1 Fund – (None)**
- c. **Special Zones of Benefit - (Zone 4-\$750, Zone 8-\$1,500 Zone 2/3-\$7,715)**

2. Receive and File Financial Line-Item Statement for Budget for February 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. 21-0042A1:

A resolution was approved to oppose the initiative to limit the ability of voters and State and Local Government to raise revenue for Government Services.

ACTION: On a motion by Dir. Becker, and seconded by Dir. Natale, Ordinance 21-0042A1, was approved. Motion carried: Ayes: Natale, Becker, Hoboy-Tenore, Millington and McDaniel.

G. **Administrative Items:**

1. **Updates from March 2022-**

The Board directed Management to provide updated Tenaja logos.

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

I. **Committee Reports**

1. **Road Committee:** No action taken.

2. **ACC Report** – No action taken.

J. **Board Comments** – None

K. **Adjournment** – The meeting was adjourned at 7:48 pm.

Respectfully submitted,

Traci Russell, District Secretary

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

TENAJA COMMUNITY SERVICES DISTRICT

1. **Bank of America Checking:** Total Disbursements for 2/28/22: **\$32,413.05.**
2. **Bank of America Checking** cash balance as of 2/28/22: **\$103,202.12.**
3. **Encroachment Permits:** Balance as of 2/28/22: **\$11,600.00.**
4. **LAIF General Fund:** Total Disbursements for 2/28/22: **\$0.00.**
5. **LAIF General Fund** cash balance as of 2/28/22: **\$371,463.55.**
6. **AD2004 LAIF** cash balance as of 2/28/22: **\$56,002.28.**
7. **Zone 4 LAIF** cash balance as of 2/28/22: **\$138,283.12.**
8. **Zone 8 LAIF** cash balance total as of 2/28/22: **\$144,424.17.**
9. **Zone 2/3 LAIF** cash balance as of 2/28/22: **\$489,593.03.**
10. **Deposit:** A check for \$1,800 for an encroachment permit was received and deposited this month.
11. **Deposit:** A check from the County Treasurer was received and deposited this month in the amount of \$133,518.58. It was for CY 21/22 SEC SS1.
12. 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 2/1/2022 - 2/28/2022

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Income							
General Fund Revenue							
4000 - Assessments on Tax Roll	129,274.03	12,048.08	117,225.95	145,859.11	96,384.64	49,474.47	144,576.96
4001 - CPI	-	313.25	(313.25)	-	2,506.00	(2,506.00)	3,759.00
4002 - Direct Billing for Assessments	-	541.67	(541.67)	-	4,333.36	(4,333.36)	6,500.04
4110 - Zone of Benefit Income	52,951.34	-	52,951.34	52,951.34	-	52,951.34	-
4150 - LAIF Interest Income	-	208.33	(208.33)	1,377.11	1,666.64	(289.53)	2,499.96
4160 - Admin. Fees from Zone 2/3	-	416.67	(416.67)	-	3,333.36	(3,333.36)	5,000.04
4161 - Admin. Fees from Zone 4	-	25.00	(25.00)	-	200.00	(200.00)	300.00
4162 - Admin. Fees from Zone 8	-	41.67	(41.67)	-	333.36	(333.36)	500.04
4163 - Permit Income to General Fund	-	333.33	(333.33)	-	2,666.64	(2,666.64)	3,999.96
4165 - Revenue to G.F. Reserve	-	(2,088.58)	2,088.58	-	(16,708.64)	16,708.64	(25,062.96)
Total General Fund Revenue	182,225.37	11,839.42	170,385.95	200,187.56	94,715.36	105,472.20	142,073.04
Road Maintenance Revenue							
4200 - Assessments on Tax Roll	66,127.60	5,442.75	60,684.85	66,127.60	43,542.00	22,585.60	65,313.00
4201 - CPI Increase	-	141.67	(141.67)	-	1,133.36	(1,133.36)	1,700.04
4202 - Direct Billing for Assessments	-	191.67	(191.67)	-	1,533.36	(1,533.36)	2,300.04
4205 - Paid Into Road Reserve	-	(701.08)	701.08	-	(5,608.64)	5,608.64	(8,412.96)
4230 - Interest Income	-	24.99	(24.99)	65.73	199.92	(134.19)	299.88
Total Road Maintenance Revenue	66,127.60	5,100.00	61,027.60	66,193.33	40,800.00	25,393.33	61,200.00
Total Income	248,352.97	16,939.42	231,413.55	266,380.89	135,515.36	130,865.53	203,273.04

Operating Expense

Administrative Expenses

5000 - Management Contract	5,000.00	-	(5,000.00)	30,000.00	-	(30,000.00)	-
5010 - Rent	1,946.00	1,946.00	-	15,568.00	15,568.00	-	23,352.00
5080 - Telephone	286.52	291.67	5.15	2,078.51	2,333.36	254.85	3,500.04
5091 - Travel Mileage	-	125.00	125.00	348.20	1,000.00	651.80	1,500.00
5105 - Office Supplies	27.41	208.33	180.92	676.39	1,666.64	990.25	2,499.96
5120 - Postage	-	125.00	125.00	320.99	1,000.00	679.01	1,500.00
5125 - AC Maint. & Repairs	-	41.67	41.67	-	333.36	333.36	500.04
5130 - Janitorial	-	115.00	115.00	230.00	920.00	690.00	1,380.00
5140 - Utilities/Elec	71.06	166.67	95.61	869.46	1,333.36	463.90	2,000.04
5155 - Copier Rental	468.23	100.00	(368.23)	1,068.00	800.00	(268.00)	1,200.00
5190 - Computer Software	-	41.67	41.67	-	333.36	333.36	500.04
5200 - Website	-	8.33	8.33	-	66.64	66.64	99.96
Total Administrative Expenses	7,799.22	3,169.34	(4,629.88)	51,159.55	25,354.72	(25,804.83)	38,032.08

Personnel

5020 - Gen. Mgr Salary	-	3,583.33	3,583.33	9,484.80	28,666.64	19,181.84	42,999.96
5025 - Administrative Salary	-	583.33	583.33	851.50	4,666.64	3,815.14	6,999.96
5040 - Payroll Taxes	80.80	333.33	252.53	1,274.57	2,666.64	1,392.07	3,999.96

Tenaja Community Services District

Statement of Revenues and Expenses 2/1/2022 - 2/28/2022

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Expense							
5050 - Workers Comp	85.00	83.33	(1.67)	85.00	666.64	581.64	999.96
5055 - Health Ins./Employee Benefit	-	1,041.67	1,041.67	3,086.40	8,333.36	5,246.96	12,500.04
5400 - Outside Services ADP Charge	-	141.67	141.67	429.36	1,133.36	704.00	1,700.04
Total Personnel	165.80	5,766.66	5,600.86	15,211.63	46,133.28	30,921.65	69,199.92
Outside Services							
5065 - Legal	-	700.00	700.00	7,100.00	5,600.00	(1,500.00)	8,400.00
5066 - Special Legal Counsel	-	416.67	416.67	-	3,333.36	3,333.36	5,000.04
5070 - Financial Audit	7,883.00	778.42	(7,104.58)	10,883.00	6,227.36	(4,655.64)	9,341.04
5095 - Legal Advertising	-	41.67	41.67	-	333.36	333.36	500.04
5111 - Printing/Blueprinting	-	8.33	8.33	63.23	66.64	3.41	99.96
5210 - Co. of Riverside	-	375.00	375.00	4,716.37	3,000.00	(1,716.37)	4,500.00
Total Outside Services	7,883.00	2,320.09	(5,562.91)	22,762.60	18,560.72	(4,201.88)	27,841.08
Other							
5180 - Liability Insurance	-	300.00	300.00	3,657.86	2,400.00	(1,257.86)	3,600.00
5220 - Dues/Subscription	-	58.33	58.33	703.00	466.64	(236.36)	699.96
5300 - Election Costs	-	16.67	16.67	-	133.36	133.36	200.04
5810 - Contingency	-	208.33	208.33	266.66	1,666.64	1,399.98	2,499.96
Total Other	-	583.33	583.33	4,627.52	4,666.64	39.12	6,999.96
Road Repair Expenses							
6000 - Weed Spraying	5,250.00	475.00	(4,775.00)	10,900.00	3,800.00	(7,100.00)	5,700.00
6001 - Culvert Cleanout	-	416.67	416.67	-	3,333.36	3,333.36	5,000.04
6002 - Sign Replacement	50.00	333.33	283.33	1,995.11	2,666.64	671.53	3,999.96
6003 - Pavement Patches	-	1,250.00	1,250.00	-	10,000.00	10,000.00	15,000.00
6004 - Tree Trimming	300.00	83.33	(216.67)	300.00	666.64	366.64	999.96
6005 - Shoulder Maint. (Grading/Add Base)	-	416.67	416.67	-	3,333.36	3,333.36	5,000.04
6006 - Striping - every 4 years	-	833.33	833.33	-	6,666.64	6,666.64	9,999.96
6007 - General Inspections	-	416.67	416.67	-	3,333.36	3,333.36	5,000.04
6008 - Contingency	2,933.29	833.33	(2,099.96)	3,276.18	6,666.64	3,390.46	9,999.96
6009 - County Service Charge	-	41.67	41.67	-	333.36	333.36	500.04
Total Road Repair Expenses	8,533.29	5,100.00	(3,433.29)	16,471.29	40,800.00	24,328.71	61,200.00
Zone Expenses							
7002 - Zone 4 - Road/Gen Maint	750.00	-	(750.00)	2,205.00	-	(2,205.00)	-
7005 - Zone 8 - Road/Gen Maint	1,500.00	-	(1,500.00)	4,505.00	-	(4,505.00)	-
7008 - Zone 2/3 - Road/Gen Maint	7,715.00	-	(7,715.00)	11,590.00	-	(11,590.00)	-
Total Zone Expenses	9,965.00	-	(9,965.00)	18,300.00	-	(18,300.00)	-
Total Expense	34,346.31	16,939.42	(17,406.89)	128,532.59	135,515.36	6,982.77	203,273.04
Operating Net Total	214,006.66	-	214,006.66	137,848.30	-	137,848.30	-
Net Total	214,006.66	-	214,006.66	137,848.30	-	137,848.30	-