

Special Meeting Minutes  
Tennant Community Services District  
13515 Tennant Road  
Macdoel, CA 96058  
Monday, January 26, 2026  
2:00 PM

CALL OF ORDER/ FLAG SALUTE/ROLL CALL

THOSE PRESENT: Debbie Rojas – President, Marie Wear – Vice President, David Raymond – Director (Steve Foxworthy was absent)

STAFF PRESENT: Andi McCarthy – General Manager/Secretary/Treasurer, Troy Lamburth – Water Operator

There were 0 Tennant residents in attendance.

NEW BUSINESS:

- A. LACO Grant update – NCRP is offering \$15,000 in technical assistance to support early planning work. No need to vote each time LACO secures additional funds. A vote will be required for any new expenses
- B. Update on water pump issues – David & Troy will meet with Bat Electric and Pacific Power together this week. Pacific Power had originally found that it was their issue and might need a new transformer. The 2<sup>nd</sup> time they were called out, they advised that it was not a voltage issue. We are cycling the generator on and off to fill the tank until it's fixed. David has alerted Jared to an Antelope Ranch leak. We're awaiting an update
- C. Compliance and Regulations discussion
  - a. Open Meetings – We are in compliance
  - b. Board Procedures – We are in compliance
    - i. What happens is a Board member doesn't agree on a motion – Does a motion have to be unanimously approved? Does a vote?
  - c. Records and Transparency (Public Records Act) – We are in compliance
    - i. Do we have a folder for specific policies & procedures? Andi will check
    - ii. Do ordinances need to be renewed every 7 years?
  - d. Technology & Information Systems – We are in compliance (see below)
    - i. We need to implement Board-specific email accounts
  - e. Cybersecurity & Data Protection – We are in compliance
    - i. Change password on office computer
    - ii. Check to see what anti-virus we are using
    - iii. System is backed up to OneNote – We will be having additional backup when we choose an IT management company
    - iv. No need for an external hard drive
  - f. Office & Physical Security – We are in compliance
    - i. A suggestion was made to buy a coded door lock for the office so specific codes can be assigned, and we will know who entered, as well as being able to remove codes as Board members change
  - g. Conflict of Interest & Ethics (FPPC) – We are in compliance
    - i. Form 700 should come via email from the County Clerk for the 2026 renewal

- ii. Check with the County Clerk to see if it is still required to take Ethics Training every 2 years
- h. Financial & Audit Oversight – Working on compliance
  - i. Trying to get books prepared for Audit and Budget
  - ii. Annual Financial Transaction Report is up to date and filed
- i. Water System Oversight (Non-Technical) – We are in compliance
  - i. Ernie Goss is our Certified Water Technician
  - ii. Pace Analytical does our water samples monthly
  - iii. Troy will be working on our monthly reporting
- j. Governance & Board Education – We are in compliance
  - i. Send a copy of the Bylaws to each Board Member

ADJOURNMENT: David Raymond made a motion, Deb Rojas seconded, all approved - adjourned at 3 :35 p.m.