

AGENDA  
Regular Meeting  
TULELAKE CITY COUNCIL  
January 20, 2026  
5:30 PM

***Dial in Number: 712-432-3900 – Conference id: 419973 #***

If you are unable to attend in person, join the meeting by dialing the number listed above and entering the Conference ID No.

1. Call to order the regular meeting of January 20, 2026.
2. Pledge of Allegiance
3. Approval of January 6, 2025, regular meeting minutes. Discussion/Action.
4. Approval of the payments of bills. Discussion/Action.
5. Comments from the public.

*This is the time set aside for citizens to address the Council on matters not on the agenda. Comments should be limited to matters within the jurisdiction of the Council. If your comment concerns an item on the agenda, please address the Council after that item is open for public comment. By law, the Council cannot discuss or act on matters that are not on the agenda. The mayor reserves the right to limit the duration of each speaker to three (3) minutes. Speakers may not give their time to others.*

6. Public Hearing regarding the ABCA for the EPA Brownfields Clean-up Grant application for 800 G Street. Discussion/Action. (Chief Resilience Officer)
7. Review and approval of Change Order #4 from Shasta Services, Inc. to: Remove Pay Item No. 18 Well #2 Casing Rehabilitation – Swaging Repair from the scope of the project and add Pay Item No. 18 Change Order Request 004 to continue to remove rubble/debris from Well #2 Casing. Discussion/Action. (Director of Public Works/Chief Resilience Officer)
8. Volunteer Council Member to write the article for next “Council Corner” for February Newsletter. Discussion/Action (Mayor Cordonier)
9. Department Head updates. Discussion/Action.
  - a. Chief of Police, Tom Hoy
  - b. Chief Resilience Officer, Jenny Coelho
  - c. City Hall Administrator, Aissa Martinez
  - d. Director of Public Works, Jose Perez
  - e. Tulelake Library Branch Manager, Kailee Wood

**COMMENTS FROM ADMIN AND STAFF:**

10. Comments from Library Branch Manager (Kailee Wood)
11. Comments from City Treasurer (Sara Luscombe)
12. Comments from City Clerk (Casey Joiner)
13. Comments from Assistant City Admin (Christian Marquez)
14. Comments from City Administrative Clerk (Anna Perez)
15. Comments from Council Member Margie Cordonier
16. Comments from Council Member Patty Taylor
17. Comments from Mayor Pro Tem Penny Velador
18. Comments from Council Member Teresa Williams
19. Comments from Mayor Tom Cordonier
20. Adjournment

Meetings are held in the Council Chambers at City Hall located at 591 Main Street, Tulelake, CA 96134.

Parties with a disability as provided by the American Disabilities Act who require special accommodations or aids to participate in a public hearing should make the request to City Hall Staff at least 48 hours prior to the meeting.

The City Attorney, Margaret Long, may appear by telephone from 2240 Court Street, Redding, CA 96001 (530) 691-0800.

**MINUTES**  
**Regular Meeting**  
**TULELAKE CITY COUNCIL**  
**January 6, 2026 - 5:30 PM**

Mayor Tom Cordonier called the meeting to order at 5:30PM. Council Members Margie Cordonier, Patricia Taylor, Teresa Williams and Penny Velador were present. Also in attendance were Chief Resilience Officer, Jenny Coelho; City Administrative Clerk, Anna Perez; City Staff, Alejandra Garcia; City Treasurer, Sara Luscombe; Library Branch Manager, Kailee Wood; and Director of Public Works, Jose Perez. City Clerk, Casey Joiner and Finance Director, Whitney Cantrell were present via phone conference. City Hall Administrator, Aissa Martinez; Assistant City Admin, Christian Marquez; and Chief of Police, Tom Hoy were absent.

**APPROVAL OF THE December 16, 2025, REGULAR MEETING MINUTES**

Mayor Cordonier made a motion for the approval of the December 16, 2025, regular meeting minutes. Council Member Taylor seconded the motion. All votes were aye. Motion carried. (Motion 26-01)

**APPROVAL OF THE PAYMENT OF BILLS**

Mayor Cordonier made a motion to approve paying the bills presented for January 6, 2026. Council Member Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 26-02)

**COMMENTS FROM THE PUBLIC**

No Comments

**PUBLIC HEARING REGARDING THE ABCA'S FOR THE EPA BROWNSFIELDS CLEAN-UP GRANT APPLICATION FOR 436/444 C STREET AND 800 G STREET**

Discussion only. No action taken.

**APPROVAL OF AMENDED AGREEMENT FOR TEXT MY GOV, WHO ACQUIRED UP Ahead**

Mayor Cordonier made a motion to approve the amended agreement for Text My Gov, who acquired UpAhead. Council Member Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 26-03)

**DISCUSSION AND POSSIBLE APPROVAL OF ANNUAL STEP RAISES' FOR CITY STAFF BASED ON RECOMMENDATIONS FROM DEPARTMENT HEADS, COUNCIL AND FINANCE DIRECTOR**

Mayor Cordonier made a motion to approve of the annual step raises' for City Staff based on the recommendations from Department Heads, Council and Finance Director. Council Member Cordonier seconded the motion. All votes were aye. (Motion 26-04)

**DEPARTMENT HEAD UPDATES**

**Chief of Police:** Absent

**Chief Resilience Officer:** Jenny Coelho commented that she will be attending the next SCORE meeting on January 23, 2026. Jenny also commented that she has been currently working on the cultural center.

**City Hall Administrator:** Absent.

**Director of Public Works:** Jose Perez commented that it is his policy with his crew that he is the first one called out after hours, he is the only one in his crew that takes a city vehicle home and he is the only one who drives his pickup.

**Library Branch Manager:** Kailee Wood commented that she had enough grant money left over from the Safety Grant the Library was awarded to get new windows that will be installed, she is just waiting for an estimate at this time. Kailee also commented that she is currently working on two more grants for the Library and creating a newsletter that will go out with the newsletters from the city on the current workings of the library.

**ADJOURNMENT**

Mayor Cordonier made a motion to adjourn the meeting at 7:46PM. Council Member Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 26-05)

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Tom Cordonier, Mayor

Attest:

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Casey Joiner, City Clerk



City of Tulelake  
Posted General Ledger Transactions - City Council Bills to Approve

<i>Chief Resilience Officer (1 Employee)</i>	<i>\$2,302.83</i>		02- Enterprise Fund - Water	
<i>Public Works: (6 Employees)</i>	<i>\$7,044.51</i>		03- Enterprise Fund - Sewer	
<i>City Hall: (6 Employees, including Library &amp; Custodial)</i>	<i>\$4,018.23</i>		04- Enterprise Fund - Garbage	
<i>Council &amp; Elected Officials: (6 persons)</i>	<i>\$0.00</i>		05- Police Personnel (COPS Grant)	
			11- Gas Tax Fund (Streets)	
<b>Total Amount of Payroll DD's</b>		<b>\$20,614.01</b>	13- Local Transportation (TDA)	
<b>Total Amount Submitted for Approval - January 20,2026:</b>		<b>\$101,633.53</b>		



December 29, 2025

Jose Perez, Public Works Director  
City of Tulelake  
PO Box 847 / 591 Main Street  
Tulelake, California 96134

Re: Change Order Request No. 4  
City of Tulelake Drought Relief Project

Mr. Perez:

Timberworks sent an email on December 15, 2025 stating that Enloe had completed 10 of the 20 hours allotted in Change Order No. 1 to clear the obstruction in the Well #2 casing. They indicated they had another 10 hours of work left in the Change Order but were unsure if the casing could be cleared and recommended drilling a new well. On December 22, 2025 Timberworks sent a follow up email stating that Enloe had completed all 20 hours of work allotted by Change Order No. 1 and made it to a depth of 135 feet below the top of the casing but still had not cleared the obstruction. This information was relayed to Geoffrey Anderson with the Department of Water Resources at our bi-weekly meeting on December 22, 2025. The Department of Water Resources recommended that we request an additional time extension and/or budget increase as soon as possible to protect the City on a legal basis if the project was not completed per the Grant Agreement. We were also informed that the request would most likely initially be denied, but that could change if funding becomes available in 2026. Additionally, we were given some possible options for moving forward:

- Remove Well #2 work from the project and execute a change order with the Contractor to complete other improvements related to the potable water system for the City of Tulelake.
  - **Possible Complications:** Some of the scope for Well #2 has already been completed such as the foundation for the building and the underslab piping so removing the Well #2 work could raise questions on how to handle those items. Additionally, there isn't a lot of time left to complete the project so removing the well and completing other improvements may not be feasible due to lead times for ordering parts, etc.
- Remove some scope from the project and use those funds toward clearing the Well #2 obstruction.
  - **Possible Complications:** Items removed from the scope would either need to be self-performed by the City or completed at a later date. If self-performed work ties into work performed by the Contractor it can become difficult to prove who is responsible if anything goes wrong.

The Department of Water Resources is open to other proposed options as well, but these were the items discussed at the meeting. After reviewing the options with Public Works, it was decided that removing Pay Item No. 18 Well #2 Casing Rehabilitation – Swaging Repair from the project and using the funds toward a change order to continue clearing the Well #2 casing obstruction is how the City would like to proceed. The Casing Rehabilitation/Swaging Repair could be completed at later time if funding is available. Additionally, Pay Item No. 26 Hydrant Assembly, Concrete Pad, Bollards (Includes Gate Valve) will be removed from the Contract (minus parts already ordered by the Contractor) and self-performed instead. These two pay items have a cost of \$41,760 and \$36,747 respectively that could be utilized toward clearing the well and/or other project costs.

There are no guarantees that continuing to clear the Well #2 obstruction will result in a viable well. There are a lot of unknowns such as the amount of material that is in the well and if cleaning the well will damage the casing. Therefore, it is hard to say if continuing to clear the Well #2 obstruction will result in a usable well. We are bringing this to your attention so that you understand the risks of moving forward with Change Order No. 4. It should also

1435 Esplanade Ave, Klamath Falls, OR 97601  
o 541.884.4666 / f 541.884.5335 / w AdkinsEngineering.com

be noted that the project is required to be completed by February 28, 2026 which is a very limited timeframe to complete the improvements. Redirecting the project toward other improvements with such a limited timeline could put the project in danger of extending past the deadline for construction completion. Please let us know if you have any questions.

Sandy King  
*Project Manager*  
Cc: File 1012-5810

**CHANGE ORDER NO. 4**

Owner:	<b>City of Tulelake</b>	Owner's Project No.:	
Engineer:	<b>Adkins Engineering &amp; Surveying</b>	Engineer's Project No.:	<b>1012-5810</b>
Contractor:	<b>Shasta Services, Inc. DBA Timberworks</b>	Contractor's Project No.:	
Project:	<b>City of Tulelake Drought Relief Project</b>		
Date Issued:	<b>12/23/2025</b>	Effective Date of Change Order:	<b>01/06/2026</b>

The Contract is modified as follows upon execution of this Change Order:

Description:

**Remove Pay Item No. 18 Well #2 Casing Rehabilitation – Swaging Repair from the scope of the project. Add Pay Item No. 18 Change Order Request 004 – Remove Rubble/Debris from Well #2 Casing Continued. The Change Order is unit pricing, worked may be performed up to the total unit price listed in the Change Order. The well shall be videoed prior to performing any additional clearing of the casing.**

Attachments: **Contractor Change Order Request 004**

Change in Contract Price		Change in Contract Times	
Original Contract Price:		Original Contract Times:	
\$ <u>1,070,691.00</u>		Substantial Completion:	<u>120 Days</u>
		Ready for final payment:	<u>150 Days</u>
Increase from previously approved Change Orders No. 1:		<del>{Increase}</del> <del>{Decrease}</del> from previously approved Change Orders No.1:	
\$ <u>33,547.50</u>		Substantial Completion:	<u>0</u>
		Ready for final payment:	<u>0</u>
Contract Price prior to this Change Order:		Contract Times prior to this Change Order:	
\$ <u>1,104,238.50</u>		Substantial Completion:	<u>120 Days</u>
		Ready for final payment:	<u>150 Days</u>
<del>{Increase}</del> <del>{Decrease}</del> this Change Order:		<del>{Increase}</del> <del>{Decrease}</del> this Change Order:	
\$ <u>0</u>		Substantial Completion:	<u>0</u>
		Ready for final payment:	<u>0</u>
Contract Price incorporating this Change Order:		Contract Times with all approved Change Orders:	
\$ <u>1,104,238.50</u>		Substantial Completion:	<u>120 Days</u>
		Ready for final payment:	<u>150 Days</u>

Recommended by Engineer (if required)		Accepted by Contractor	
By: _____	_____	_____	_____
Title: _____	_____	_____	_____
Date: _____	_____	_____	_____
Authorized by Owner		Approved by Funding Agency (if applicable)	
By: _____	_____	_____	_____
Title: _____	_____	_____	_____
Date: _____	_____	_____	_____



# Change Order Request

Project Name: Tulelake Drought Relief Project

CCO#: 004

Location: Tulelake, CA

Date: 12/23/2025

Project No: 1012-5810

Str No.: \_\_\_\_\_

TO: Adkins Engineering & Surveying  
1435 Esplanade Ave  
Klamath Falls, OR 97601

FROM: Timberworks  
PO Box 1240  
Mt. Shasta, CA 96067

SUBCONTRACTOR:

ATTN: Daniel Scalas, P.E.

Enloe Drilling and Pumps, Inc.

Cc: Sandy King

Mt. Shasta, CA 96067

**Remove Rubble/Debris from Well #2 Casing Continued..**

**Cost Breakdown:**

		COST TYPE	QTY	U/M	Unit Rate	Extension
1)	Remove Rubble from Well #2 Casing	SUB	40	HR	\$ 750.00	\$ 30,000.00
2)	Supervision	Labor	30	HR	\$ 140.00	\$ 4,200.00

**Time Impact Analysis:**

5 additional working days required for this work (subject to change)

**Comments:**

- The depth and type of material obstructing the well casing is unknown, the work from Change Order No. 1 will be continued from the depth of 135 ft. below the top of the well casing.
- The hours listed above will cover any equipment or effort that is needed at the discretion of Enloe Drilling and will not be exceeded unless authorized by the City of Tulelake. It could take more or less time to clear out the well and will be billed accordingly. The intent is that this change order will take the place of Well #2 Casing Rehabilitation- Swaging Repair- Pay Item No. 18.
- There is no guarantee that the well casing can be cleared.

Total Direct Cost =	\$	34,200.00
Labor Surcharge @ 0% =		
Total Cost of Labor =	\$	4,200.00
Total Cost Materials =	\$	-
Labor Markup @15% =	\$	630.00
Equipment and Materials Markup @15% =	\$	-
Subcontractor Markup @15% =	\$	4,500.00
GC Markup @ 5%=	\$	1,935.00
<b>TOTAL =</b>	<b>\$</b>	<b>41,265.00</b>