

AGENDA
Regular Meeting
TULELAKE CITY COUNCIL

March 3, 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 March 3, 2026.
2. Pledge of Allegiance
3. Approval of February 17, 2026, 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. Presentation on Collier Interpretive Center north of Yreka value of Tulelake information at the center for tourists traveling 1-5. Discussion/Action. (Council Member Cordonier/Rennie Cleland)
7. Approval of non-audit services agreement. Discussion/Action. (Charles Pillon)
8. Approval of upgrading the CUSI Mobile Meter Reading Service to read water meters for \$1200.00 a year. Discussion/Action. (Director of Public Works)
9. Approval to have a free dump day for City residents only on April 17th and 18th. Discussion/Action. (Director of Public Works)
10. Discussion on who will be responsible for enforcing dog licenses. Discussion/Action. (Mayor Cordonier)
11. Approval of Ordinance 26-01, "An Ordinance of the City Council, City of Tulelake, California, Amending Chapter 2.08.03 of the Tulelake Municipal Code pertaining to salaries of the Mayor and members of the City Council." Discussion/Action. (Mayor Cordonier)
12. Approval of Resolution 26-02 for City of Tulelake Wastewater Improvements Project. Discussion/Action. (Director of Public Works / Chief Resilience Officer)
13. Approval of Change Order #6 from Shasta Services Inc. DBA Timberworks for card reader for the filling station on Modoc Avenue. Discussion/Action. (Director of Public Works/ Chief Resilience Officer)
14. Approval of a new quote for city cameras. Discussion/Action. (Chief of Police)
15. Approval of purchasing a Dodge Durango from the K-9 fund. Discussion/Action. (Chief of Police)
16. Approval of sending a candidate to the police academy. Discussion/ Action. (Chief of Police)

17. Approval of updated City of Tulelake Personnel Policy Manual. Discussion/Action. (City Hall Administrator)
18. Discussion about out-of-state license plates in the city. Discussion/Action. (Mayor Cordonier)
19. Closed Session: Conference with Legal Counsel – Anticipated Litigation Significant exposure to litigation pursuant to § 54956.9(b): 1. Discussion/Action. (Mayor Cordonier)
20. Announcement of Closed Session.
21. 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:

22. Comments from City Treasurer (Sara Luscombe)
23. Comments from City Clerk
24. Comments from Assistant City Admin (Christian Marquez)
25. Comments from City Administrative Clerk (Anna Perez)
26. Comments from Council Member (Margie Cordonier)
27. Comments from Council Member (Patty Taylor)
28. Comments from Mayor Pro Tem (Penny Velador)
29. Comments from Council Member (Teresa Williams)
30. Comments from Mayor (Tom Cordonier)
31. 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
February 17, 2026 - 5:30 PM

Mayor Tom Cordonier called the meeting to order at 5:31PM. Council Members Margie Cordonier, Patricia Taylor, Teresa Williams and Penny Velador were present. Also in attendance were City Clerk, Casey Joiner; Chief Resilience Officer, Jenny Coelho; Library Branch Manager, Kailee Wood; City Treasurer, Sara Luscombe; Director of Public Works, Jose Perez and Chief of Police, Tom Hoy. City Hall Administrator, Aissa Martinez; Assistant City Admin, Christian Marquez; City Administrative Clerk, Anna Perez; and Finance Director, Whitney Cantrell were absent.

APPROVAL OF FEBRUARY 3, 2026, REGULAR MEETING MINUTES

Council Member Cordonier made a motion for the approval of February 3, 2026, regular meeting minutes. Mayor Pro Tem Velador seconded the motion. All votes were aye. Motion carried. (Motion 26-18)

APPROVAL OF THE PAYMENT OF BILLS

Mayor Pro Tem Velador made a motion to approve paying the bills presented for February 17, 2026. Council Member Williams seconded the motion. All votes were aye. Motion carried. (Motion 26-19)

COMMENTS FROM THE PUBLIC

No comments.

PRESENTATION ON COLLIER INTERPRETIVE CENTER NORTH OF YREKA VALUE OF TULELAKE INFORMATION AT THE CENTER FOR TOURISTS TRAVELING 1-5

Will be on the March 3, 2026, Council Meeting.

DISCUSSION ABOUT TULELAKE HIGH SCHOOL SOCCER FIELD, LULU'S RESTAURANT, AND OTIS ROPER PARK

Eliasar Garcia was not present.

DISCUSSION AND APPROVAL FOR TASK ORDER AMENDMENTS FOR "CONSTRUCTION ENGINEERING SERVICES": TASK ORDER #13 – 5280(007)/PPNO 2622 (STIP) – MAIN STREET (RAILROAD TO E STREET) AND TASK ORDER #14 – 5280(008)/PPNO 2623 (STIP) – C STREET AND RAY OEHLERICH WAY

Mayor Cordonier made a motion to approve of Task Order amendments for "Construction Engineering Services": Task Order #13 – 5280(007)/PPNO 2622 (STIP) – Main Street (Railroad to E Street) and Task Order #14 – 5280(008)/PPNO 2623 (STIP) – C Street and Ray Oehlerich Way. Council Member Taylor seconded the motion. All votes were aye. Motion carried. (Motion 26-20)

DISCUSSION ABOUT THE POSSIBILITY OF ADDING A RESOURCE CENTER TO THE LIBRARY

Will be on the March 17, 2026, Council Meeting.

DISCUSSION ABOUT PROBLEMS AT THE LIBRARY AND CAMERA INSTALLATION

Library Branch Manager, Kailee Wood discussed how Friends of the Library purchased cameras for the library after the library was almost broken into recently and that Public Works is installing them.

DISCUSSION ON WHO WILL BE RESPONSIBLE FOR ENFORCING DOG LICENESSES

Mayor Cordonier made a motion to table the discussion on who will be responsible for enforcing dog licenses till the March 3, 2026, meeting. Council Member Taylor seconded the motion. All votes were aye. Motion carried. (Motion 26-21)

DEPARTMENT HEAD UPDATES

Chief of Police: Tom Hoy commented that he has a potential candidate that he would like to run a background check on and send through the police academy and will bring that to the next meeting for the Council to vote on.

Chief Resilience Officer: Jenny Coelho commented that she had an emergency committee meeting that went over the first draft of the Urban Fire Plan. She also commented that she applied for a small \$10K grant through Klamath Rural Connects for tree removal and that she would be applying for a grant through the McConnell Foundation.

City Hall Administrator: Absent.

Director of Public Works: Jose Perez commented that the Project for the Drought Relief Grant will mostly be completed by the end of February. He also commented that he will be bringing the date for the Free Dump Day to the next meeting. He also commented that Public Works was able to use the new snowplow and that he wasn't aware of having any issues.

Library Branch Manager: No comments.

ADJOURNMENT

Mayor Cordonier made a motion to adjourn the meeting at 6:58PM. Council Member Taylor seconded the motion. All votes were aye. Motion carried. (Motion 26-22)

Tom Cordonier, Mayor

Attest:

Casey Joiner, City Clerk

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

<i>Public Works: (6 Employees)</i>	<i>\$6,977.06</i>		03- Enterprise Fund - Sewer	
<i>City Hall: (6 Employees, including Library & Custodial)</i>	<i>\$3,846.61</i>		04- Enterprise Fund - Garbage	
<i>Council & Elected Officials: (6 persons)</i>	<i>\$0.00</i>		05- Police Personnel (COPS Grant)	
			11- Gas Tax Fund (Streets)	
<i>Total Amount of Payroll DD's</i>		\$18,306.70	13- Local Transportation (TDA)	
Total Amount Submitted for Approval - Feburary 17,2026:		\$119,504.92		

Charles W. Pillon, C.P.A.

CERTIFIED PUBLIC ACCOUNTANT

4685 Pleasant Hills Dr.

Anderson, CA 96007

Telephone (530) 949-4177

Email: charlie@charlespilloncpa.com

NON-AUDIT SERVICES

February 23, 2026

City of Tulelake
PO Box 847
Tulelake, CA 96134

I am pleased to confirm our understanding of the services that Charles W. Pillon, CPA (Auditor) and Jeff Heign (Accountant) are to provide to the City of Tulelake (City). The Accountant will perform the services as outlined in the scope of work section. These non-audit services (i.e. pre-audit) do not constitute an audit under *Government Auditing Standards*, and such services will not be conducted in accordance with *Government Auditing Standards*. The Accountant will perform the services in accordance with applicable professional standards. The Auditor, in his sole professional judgment, reserves the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

As part of the engagement, the Accountant will not apply any procedures in accordance with auditing standards generally accepted in the United States of America to the City's account balances for any fiscal years that are subject to the review in the scope of work. The Accountant will not express an opinion or provide any assurance on the information because the Firm does not have sufficient evidence to express an opinion or provide any assurance.

During this engagement, the work performed will not provide the City any assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. If the Accountant discovers any of the above, he will bring it to your attention immediately.

Management Responsibilities

Management is responsible for making all final decisions on changes to account balances and all accounting/internal control systems.

Scope of Work

The scope of the services for this engagement shall include but not be limited to the following:

1. Pre-audit services that will assist the City in preparing the unadjusted trial balance to be audited by the external Auditor. Upon coordination with the City's contracted Finance Director, the following significant financial statement items subject to pre-audit services shall include but not be limited to the following:
 - a. Grant accounting, including year-end accruals
 - b. Loans receivable
 - c. Intergovernmental revenues and receivables reconcile to external source documents
 - d. Utility trade receivables reconcile to the year-end aging
 - e. GASB 87 Lease accounting
 - f. Aging of accounts payable reconciles to the GL
 - g. GASB 101 Compensated Absences accounting
 - h. GASB 68 Pension accounting
 - i. GASB 75 OPEB Liability accounting
 - j. Governmental and Enterprise Fund accounting for capital assets, including depreciation and conversion to government-wide long-term assets
 - k. Long-term debt accounting

- l. Interfund balances reconciliation
 - m. Accounting for prepaid expenses, deferred revenue and transfers
 - n. Reconciliation of beginning fund balances to prior audit
2. Any other accounting or financial services desired by the City.

Engagement Administration, Fees, and Other

Charles Pillon, CPA, is the engagement partner and is responsible for overseeing the work of the Accountant pre-auditor. This will primarily be done through reviewing the work while performing the audit and providing answers to questions during the pre-audit process.

The fee for all pre-audit services will be at the standard hourly rate plus out-of-pocket costs (such as travel, lodging, etc.). The standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to the engagement. The hourly rate for the engagement partner is \$125 and \$100 for the Accountant. The Accountant, Jeff Heign, will be considered an independent contractor and will be paid separately by the City for his services. The invoice for these services will be rendered on a monthly basis and are payable on presentation.

I appreciate the opportunity to be of service to the City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let me know. If you agree with the terms of our engagement as described in this letter, please sign the agreement and return it to me via mail or email.

Very truly yours,

Charles W. Pillon, CPA

RESPONSE:

This letter correctly sets forth the understanding of the City of Tulelake.

By: _____

Title: City Mayor

Date: _____

Mobile Meter Reading Service

mmrs

Use Any Device

CUSI's Mobile Meter Reading Service (MMRS) was designed to allow users to read meters from any internet-enabled device which supports modern browsers.

Wirelessly Import Reads

Users no longer need to tie up a computer in the office to upload reads. Instead, meter readers can upload reads wirelessly once connected to a network approved WiFi access .

Meter Read Exceptions

MMRS respects your billing applications usage variances and other exceptions. As meters are read, users will receive real-time pop-up notifications such as high and low usage.



Mitigate Re-Reads; One re-read may cost in excess of \$100!



Improve Data Integrity



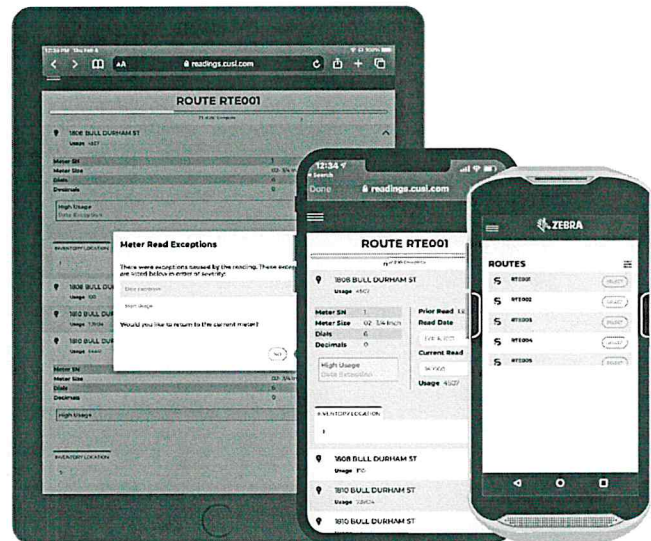
Cut Down on Overall Costs and Time of Meter Reading Operations



Increase Workflow Efficiency in the Office



Field Data Updates



MMRS was designed to allow utilities to use existing devices rather than requiring proprietary and expensive hardware. MMRS is intuitive, easy to use, and can be **deployed quickly with minimal implementation time**. If you have any questions, please email: customersuccess@cusi.com

300 South Church St. Suite 200
Jonesboro, Arkansas 72401
(800) 240-1420
customersuccess@cusi.com

CUSI
www.cusi.com



CONTINENTAL UTILITY SOLUTIONS, INC.

Sales Representative: Emma Sairls

P. O. Box 1515

Jonesboro, AR 72403

www.cusi.com

(870) 495-2951

Quote #: es260129143334

Sales Agreement

January 29, 2026



City of Tulelake
591 Main Street
Tulelake, CA
96134

Jose Perez
530-667-5522
chewy.perez@cityoftulelake.com



Economic Summary

	Up-Front	Monthly	Annual
CUSI Software & Services			
CUSI Mobile Meter Reading Service	\$1,200.00		\$1,200.00
Total CUSI Software & Services (Billed by CUSI)	\$1,200.00		\$1,200.00
Total Third Party Software & Services (Billed by Providers)			
Total Contract	\$1,200.00		\$1,200.00

Billing and Payment Terms

CUSI Up-Front fees shall be invoiced upon contracting. Company shall remit payment 15 days from date of invoice.

Initials:



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CUSI Mobile Meter Reading Service

CUSI Mobile Meter Reading Service - Annual Fees

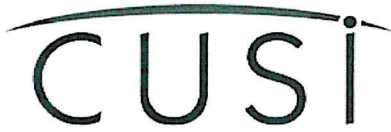
1 CUSI Mobile Meter Reading Service - Per MMRS Per Year	\$1,200.00	\$1,200.00
Includes 1 Concurrent End User License per MMRS Device		



Economic Summary

CUSI Mobile Meter Reading Service - Annual Fees \$1,200.00

Total \$1,200.00



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Terms of Sale

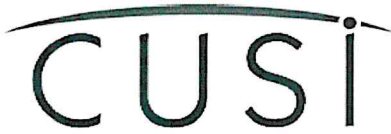
Company has ordered and agrees to purchase from CUSI the products and services defined under this Sales Agreement at the listed quantities and rates. Upon receipt of an executed Sales Agreement CUSI shall ship all products to the Company address and contact defined above and services shall be scheduled and initiated. Company acknowledges that CUSI's products and services are subject to the terms and conditions of the applicable Software License Agreements and Services Agreements between Company and CUSI located at www.cusi.com/legal, which are incorporated herein by reference. Per the terms of the applicable Software License or Services Agreement, CUSI shall be entitled to increase fees for products and services annually. Any service requiring CUSI or third parties to travel will incur corresponding expenses that will be billed actual as incurred unless otherwise noted. Travel requiring more than 5 hours of travel time will be billed an additional charge equal to 50% of the daily rate. If Company is not tax exempt or does not provide exemption documentation, CUSI shall invoice for such applicable taxes on each invoice. In the event the tax exemption documentation provided by the Company is disallowed or deemed invalid, Company agrees to pay in full all such taxes, including any applicable interest or penalties.

Quotation Terms

This quote is valid until 02/28/2026, where if this Sales Agreement is not executed on or before this date, the terms contained herein shall expire. Quote was created using Sales Agreement Version: 2026.01.15

Execution Instructions

Execute, date, and email all pages to sales representative.



CONTINENTAL UTILITY SOLUTIONS, INC.

Sales Representative: Emma Sairls

P. O. Box 1515
Jonesboro, AR 72403

www.cusi.com

(870) 495-2951

Quote #: es260129143334

January 29, 2026

Sales Agreement



City of Tulelake
591 Main Street
Tulelake, CA
96134

Jose Perez
530-667-5522
chewy.perez@cityoftulelake.com



Purchaser Authorization

I certify that as the person signing this form I have purchasing authority for City of Tulelake.

Print Name:

Title:

Authorized Signature:

Date:

ORDINANCE 26-01

AN ORDINANCE OF THE CITY COUNCIL, CITY OF TULELAKE, CALIFORNIA, AMENDING CHAPTER 2.08.03 OF THE TULELAKE MUNICIPAL CODE PERTAINING TO SALARIES OF THE MAYOR, MEMBERS OF THE CITY COUNCIL AND ELECTED OFFICIALS

WHEREAS, members of the Tulelake City Council currently receive a salary of \$50.00 per month, as set in 1978; and

WHEREAS, in June 2023, Governor Gavin Newsom signed into law Senate Bill 329 (SB 329), thereby amending California Government Code Section 36516 to update city council's compensation schedules to account for inflation; and

WHEREAS, SB-329 provides that council member compensation in cities of up to and including 35,000 in population shall not exceed \$950.00 per month; and

WHEREAS, the population of the City of Tulelake does not exceed 35,000; and

WHEREAS, California Government Code Section 36516.5 provides that a change in salary for each city council member and elected official shall not take effect until one or more members of the city council begins a new term of office; and

WHEREAS, Section 36516.1 of the California Government Code provides that a city council may pass an ordinance authorizing compensation to an elected mayor in addition to that which he or she receives as a city council member.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF TULELAKE DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. All the above recitals are true and correct and are incorporated herein by reference.

Section 2. The City Council finds that increasing the compensation of the Mayor and members of the Council is necessary to address increases in cost of living.

Section 3. Section 2.08.030 ("Salaries designated") of the City of Tulelake Municipal Code, is hereby amended to read as follows:

"Each member of the City Council shall receive a salary the sum of \$175.00 for each City Council meeting they attend per month, for a maximum salary of \$350.00 per month, being within the maximum amount as prescribed in Section 36516 for cities having a population of thirty-five thousand or less. A duly elected Mayor shall receive an additional \$50.00 each month for services as Mayor. Salaries shall be payable at the same time and in the same manner as the salaries are paid to other officers and employees."

Section 4. Effective Date. Pursuant to Government Code Section 36516.5, the compensation rates set forth in this Ordinance shall go into effect upon one or more members of the City Council beginning a new term of office.

Section 5. Severability. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid, it shall not affect the validity of the remainder of the Ordinance.

PASSED AND ADOPTED by the City Council of the City of Tulelake, California at the meeting held this 3rd day of March 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tom Cordonier, Mayor

ATTEST:

Anna Perez, Deputy City Clerk

AUTHORIZING RESOLUTION/ORDINANCE

RESOLUTION NO: 26-02

WHEREAS Replace approx. 5,000 LF aged distribution piping and associated manholes, replace C St.and Park St. Lift Stations, Headworks Improvements, do three pond linings and install aerators for Lagoon #2.

(insert appropriate findings)

RESOLVED BY THE Tulelake City Council OF THE

(insert name of Governing Board of the Entity)

City of Tulelake (the "Entity"), AS FOLLOWS:

(insert Entity name)

The Mayor, Thomas L Cordonier or the Chief Resilience Officer, Jenny Coelho (the "Authorized Representatives") or *(insert Title of Authorized Representative)*

designee, is hereby authorized and directed to sign and file, for and on behalf of the Entity, a Financial Assistance Application for a financing agreement from the State Water Resources Control Board for the planning, design, and construction of the City of Tulelake Wastewater Improvements Project (the "Project").

(insert Project Name)

This Authorized Representative, or his/her designee, is designated to provide the assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement from the State Water Resources Control Board and any amendments or changes thereto.

The Authorized Representatives, or his/her designee, is designated to represent the Entity in carrying out the Entity's responsibilities under the financing agreement, including certifying disbursement requests on behalf of the Entity and compliance with applicable state and federal laws.

CERTIFICATION

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the Tulelake City Council held

(insert name of Governing Board of the Entity)

on March 3, 2026
(Date)

(Name, Signature, and Seal of the Clerk or Authorized Record Keeper of the Governing Board of the Agency)

Anna Perez, Deputy City Clerk

General Application Form

I. APPLICANT INFORMATION			
Applicant Name: City of Tulelake			
Street Address: 591 Main Street	City: Tulelake	State: CA	Zip+4 Code: 96134-0847
Applicant Type: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Indian Tribe <input type="checkbox"/> Nonprofit <input type="checkbox"/> Other: Specify:			
County: Siskiyou		Charter City/County: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Mailing Address: PO Box 847	City: Tulelake	State: CA	Zip+4 Code: 96134-0847
Applicant Total Population: 902			
Current year median household income (MHI): 43,125			
Congressional District(s): 1st			
State Senate District(s): 1st			
State Assembly District(s): 1st			
Data Universal Numbering System (DUNS) No.: 004952677		Federal Tax ID No.: 94-6000444	
Regional Water Board where the project will take place: <input checked="" type="checkbox"/> 1 (North Coast) <input type="checkbox"/> 2 (San Francisco Bay) <input type="checkbox"/> 3 (Central Coast) <input type="checkbox"/> 4 (Los Angeles) <input type="checkbox"/> 5 (Central Valley) <input type="checkbox"/> 6 (Lahontan) <input type="checkbox"/> 7 (Colorado River) <input type="checkbox"/> 8 (Santa Ana) <input type="checkbox"/> 9 (San Diego)			
Authorized Representative Name: Jenny Coelho		Title: Chief Resilience Officer	
Phone No.: (530) 667-5522		Email Address: Jenny.Coelho@cityoftulelake.com	
Contact Person Name: Jenny Coelho			
Phone No.: (530) 667-5522		Email Address: Jenny.Coelho@cityoftulelake.com	
Local Counsel Name: Margaret Long			
Phone No.: (530) 691-0800		Email Address: margaret@prenticelongpc.com	
II. PROJECT INFORMATION AND PROPOSED SCHEDULE			
Project Title: City of Tulelake Wastewater Improvements Project			
Project Description and Objectives: <i>(Enter a brief description of the project and its objectives)</i> Approx. 5,000 LF aged distribution piping and associated manholes, replacement of C and Park Street Lift Stations, Headworks improvements, 3 pond linings, aerators for Lag. 2			
Current Status of Plans & Specifications: Percent (%): 60%			
Amount of Assistance Requested:			
Total Project Cost (If More Than the Amount of Assistance Requested):			
Project Location Street Address: 1000 Dean Callas Way	City: Tulelake	State: CA	Zip+4 Code: 96134-8450
Project Location - Latitude: 41.9481		Project Location - Longitude: -121.471170	
NPDES Permit or WDR Order No.: WDR Order No. R1-2015-0002/WDID No. 1A84002OSIS			
Population Served by Project: City of Tulelake			
Currently Estimated Project Schedule:			Estimated or Actual Date
Adopt Environmental Documents			February 28, 2026
100% Plans & Specifications			December 31, 2026
Start of Construction/Implementation			June 1, 2027
Complete Construction/Implementation			June 1, 2028

Environmental Consultations

Please list other Federal agencies that have been involved in or completed consultations related to Federal environmental requirements, their contact information if known, and brief descriptions of the status of these consultations.

Aside from the Section 106 process, no formal consultation, coordination, and correspondence occurred associated with this project.

Other Consultations

Please list other Federal agencies that have been involved in this project (e.g. planning, CEQA/NEPA consultation, funding, etc.), their contact information if known, and brief descriptions of the status of these consultations.

On June 4, 2025 Pinnacle Archeology completed a Cultural Resource Survey for the project. No cultural artifacts were observed during the pedestrian survey.

Partnering Agencies

Please list all other agencies that have an interest in this project, their contact information if known, and brief descriptions of their roles.

The project will have comply with various regulations and approval from agencies, CSWRCB, City policies, municipal code, Siskiyou County Environmental Health and Siskiyou County Air Pollution Control Dist.

III. ATTACHMENTS

<input checked="" type="checkbox"/>	Complete and attach the SRF Flags Worksheet to the General Information Package. (Required for all applications)
<input checked="" type="checkbox"/>	Complete and attach the Priority Score Estimation Worksheet to the General Information Package. (Optional)

CERTIFICATION AND SIGNATURE OF AUTHORIZED REPRESENTATIVE

To the best of my knowledge and belief, I certify that I am authorized to submit this application; the information provided in this application is true and correct; the documentation has been duly authorized by the governing body of the applicant; and the entity possesses the legal authority to apply for the financing and enter into a financing agreement with the State Water Resources Control Board and to finance and construct the proposed facilities.

Name of Authorized Representative: Jenny Coelho

Title: Chief Resilience Officer

Signature of Authorized Representative:

Date: February 18, 2026

FINANCIAL SECURITY PACKAGE (CONSTRUCTION)

Applicant (Entity) Legal Name: City of Tulelake	
Pledged Revenues And Fund(s) For The Project: N/A	
Project Title: City of Tulelake Wastewater Improvements Project	
Contact Person: Jenny Coelho	Phone: 530-667-5522

1. Amount of Assistance Requested: \$				
2. Term Requested: <input type="checkbox"/> 20-Year <input type="checkbox"/> 30-Year (If Eligible)				
3. Other Project Funding Sources				
Name and Type of Funding Sources	Amount	Applied	Approved	Received
N/A	\$			
	\$			
	\$			
4. Current Year Median Household Income: \$ 43,125				
5a. Current Year Estimated Population Served: 902				
5b. Current Year Estimated Number of Residences: 370				
5c. Current Year Estimated Number of Permanently Occupied Residences: 360 (Only required if applying for grant funding/principal forgiveness)				
6. Active Service Connections <input type="checkbox"/> Not Applicable				
Service Connection Type	Number of Service Connections	Average Monthly Billing (Last 12 months) Per Connection		
Residential	364	\$ 45		
Commercial	72	\$ 45 + \$0.70 per 100 cubic ft over 3500 cf		
Industrial		\$		
Other		\$		
TOTAL	436	\$		
Rate increase effective date for projected monthly service charges: TBD				
7. Projected Annual Operations and Maintenance Costs, Including amortized replacement costs (upon completion):		\$ 289,610		

8. Discussion of Material Events, Material Obligation Conditions, and Any Debt Limit

Identify any current prior material events such as bankruptcy, defaults, litigation, grand jury findings, unscheduled draws on reserve funds, substitution of insurers or their failure to perform, unscheduled draws on credit enhancements, actions taken in anticipation of filing Chapter 9, rating changes, relevant conditions in material obligations, and any local debt limit.

9. Rate Study

Has a rate study been conducted for your system? Yes No

If **yes**, please submit a complete copy of the Rate Study.

10. Debt Management Policy

Please provide a copy of your Debt Management Policy (If Applicable).

ATTACHMENTS (Check the box next to each item attached to your application.)

- F1 – AUDITED FINANCIAL STATEMENTS OR TAX RETURNS (3 Years)
- F2 – BUDGET PROJECTIONS (REVENUE/EXPENSE) (2 years – or more if needed)
(See Sample in Application Instructions)
- F3 – TAX QUESTIONNAIRE
- F4 – REIMBURSEMENT RESOLUTION
- F5a – AUTHORIZING RESOLUTION
- F6 – RATE ADOPTION RESOLUTION, COPY OF RATES, AND PUBLIC NOTICE OF PROPOSITION 218 MEETING
- F7 – SCHEDULE OF ALL MATERIAL DEBT OR NO DEBT LETTER
(See Application Instructions)
- F8 – DEBT MANAGEMENT POLICY (If Applicable)
- F9 – NEW SPECIAL TAX, ASSESSMENT DISTRICT, OR SERVICE CHARGE PROJECTIONS (If Applicable)
- F10 – RELEVANT SERVICE, MANAGEMENT, OPERATING, OR JOINT POWERS AGREEMENTS (If Applicable)
- F11 – SCHOOL DISTRICT CERTIFICATION OF INTERIM REPORT (If Applicable)

CERTIFICATION FOR COMPLIANCE WITH WATER METERING REQUIREMENTS FOR FUNDING APPLICATIONS



Funding Agency Name: State Water Resources Control Board

Funding Program Name: Clean Water State Revolving Fund

Applicant: City of Tulelake

Please check one of the boxes below and sign and date this form.

- As the authorized representative for the applicant, I certify under penalty of perjury that the applicant is not an agricultural or urban water supplier, as that term is understood pursuant to the provisions of section 529.5 of the Water Code.
- As the authorized representative for the applicant, I certify under penalty of perjury that the applicant has fully complied with the provisions of Division 1, Chapter 8, Article 3.5 of the California Water Code (sections 525 through 529.7 inclusive) and that the ordinances, rules, or regulations submitted with this certification as listed below have been duly adopted and are in effect as of this date.

I understand that the Funding Agency will rely on this signed certification in order to approve funding and that false and/or inaccurate representations in this Certification Statement may result in loss of all funds awarded to the applicant for its project.

Additionally, for the aforementioned reasons, the Funding Agency may withhold disbursement of project funds, and/or pursue any other applicable legal remedy.

Name of Authorized Representative
(Please print)

Title

Signature of Authorized Representative

Date

**WATER CONSERVATION & WATER MANAGEMENT CERTIFICATION FORM
FOR COMPLIANCE WITH DIVISION 6 OF THE CALIFORNIA WATER CODE**

REQUIRED FOR ALL CWSRF FUNDING APPLICATIONS



Funding Agency Name: State Water Resources Control Board

Funding Program Name: Clean Water State Revolving Fund

Applicant: City of Tulelake

Please check one of the boxes below and sign and date this form.

As the authorized representative for the applicant, I certify under penalty of perjury that the applicant is a water supplier, as that term is understood pursuant to the provisions of the California Water Code and has complied with all applicable provisions of Division 6 of the Water Code.

As the authorized representative for the applicant, I certify under penalty of perjury that applicant is not a water supplier, and the applicant certifies that the water suppliers in its service or project area have complied with all applicable provisions of Division 6 of the Water Code.

I understand that the Funding Agency will rely on this signed certification in order to approve funding and that false and/or inaccurate representations in this Certification may result in loss of all funds awarded to the applicant for its project. Additionally, for the aforementioned reasons, the Funding Agency may withhold disbursement of project funds, and/or pursue any other applicable legal remedy.

Name of Authorized Representative
(Please print)

Title

Signature of Authorized Representative

Date

GENERAL PLAN COMPLIANCE CERTIFICATION

PROJECT NO. City of Tulelake Wastewater Improvements Project

APPLICANT: City ("the Entity")

Check **first** box below if the applicant is responsible for adopting the General Plan (typical of cities and counties).

Check **second** box if the applicant is not responsible for adopting the General Plan (typical for special districts).

I certify that the Entity has adopted the land use and housing elements of its General Plan and that the proposed project is consistent with the adopted General Plan.

I certify on behalf of the Entity that at least seventy-five (75) percent of the area affected by the project includes cities and counties with adopted land use and housing elements. I have attached documentation that the Entity has notified the cities and/or counties responsible for adopting the applicable plan(s) and provided a reasonable opportunity to comment on the project's consistency with the plan(s). I certify that the Entity considered those comments during development of the project.

Name of Authorized Representative
(Please print)

Title

Signature of Authorized Representative

Date

**CERTIFICATION FOR FISCAL SUSTAINABILITY PLAN
REQUIRED FOR ALL CWSRF FUNDING APPLICATIONS
FOR TREATMENT WORKS PROJECTS**



Funding Agency: State Water Resources Control Board
 Funding Program: Clean Water State Revolving Fund (CWSRF)
 Applicant (Agency Name): City of Tulelake

Section 603(d)(1)(E) of the federal Clean Water Act (CWA) requires a CWSRF financing recipient with a project involving the repair, replacement, or expansion of a treatment works¹ (including treatment, pumping, collection, distribution and storage facilities etc.) to develop and implement a fiscal sustainability plan or certify that it has developed and implemented such a plan.

¹ "Treatment works" is defined in section 212(2)(A) of the CWA. (33 U.S.C. § 1282[2][A])

Please check one of the boxes below and sign and date this form:

As the authorized representative for the applicant agency, I certify that the agency shall develop and implement a fiscal sustainability plan as set forth in section 603(d)(1)(E)(i) of the

Clean Water Act no later than 12/31/2027 that includes:

- (I) an inventory of critical assets that are a part of the treatment works;
- (II) an evaluation of the condition and performance of inventoried assets or asset groupings;
- (III) a certification that the agency has evaluated and will be implementing water and energy conservation efforts as part of the plan; and
- (IV) a plan for maintaining, repairing, and, as necessary, replacing the treatment works and a plan for funding such activities

As the authorized representative for the agency, I certify that the agency has developed and implemented a fiscal sustainability plan that meets the requirements of section 603(d)(1)(E)(i) of the federal Clean Water Act (33 U.S.C. § 1383[d][1][E][i]).

I understand that the Funding Agency will rely on this signed certification in order to approve funding and that false and/or inaccurate representations in this Certification may result in loss of all funds awarded to the applicant for its project. Additionally, the Funding Agency may withhold disbursement of project funds, and/or pursue any other applicable legal remedy.

 Name of Authorized Representative
 (Please print)

 Title

 Signature of Authorized Representative

 Date



STATE WATER RESOURCES CONTROL BOARD
 Division of Financial Assistance
 P. O. Box 944212, Sacramento, CA 94244-2120



Clean Water State Revolving Fund (CWSRF) Program Potential CWSRF **Flags** Worksheet

To avoid potential delays later in your CWSRF application process, review the following list of questions and statements, and place a check () beside each question or statement where your answer is “yes” or “true”.

If you answer “yes” or “true” to any of the questions or statements on this worksheet, we recommend that you discuss the specifics of your answers with the State Water Board, Division of Financial Assistance, staff at your earliest opportunity so we can identify issues up front that may require supplementary information or additional review time.

Applicant (Entity) Name City of Tulelake

Project Title City of Tulelake Wastewater Improvements Project

Contact Person Jenny Coelho

Email: Jenny.Coelho@cityoftulelake.com

✓ if Yes or True	<u>LEGAL</u> Question / Statement
<input type="checkbox"/>	1. Is there doubt about whether your governing statutes allow you to finance your project through the CWSRF?
<input type="checkbox"/>	2. Is there existing or pending litigation regarding the source of repayment or implementation of the project?
<input type="checkbox"/>	3. Are there any existing or pending inquiries or investigations of your agency by outside entities, for example, the Grand Jury?
<input type="checkbox"/>	4. Was there a significant level of protests during the most recent rate setting process?
<input type="checkbox"/>	5. Is there an existing or pending rate rollback initiative on an upcoming ballot, or are there any efforts within the community to initiate a rate rollback? Have rates been rolled back in the past due to a voter initiative?
<input type="checkbox"/>	6. Has there been or is there currently significant disagreement within the community about the project?
<input type="checkbox"/>	7. Will the project involve a public-private partnership?
<input type="checkbox"/>	8. Are you a small community or a dependent special district with limited financing experience?
<input type="checkbox"/>	9. Are you a State agency, a Native American Tribe, or a non-governmental entity?
<input type="checkbox"/>	10. Are you a Joint Powers Authority or are there agreements with other entities related to the project?
<input type="checkbox"/>	11. Do you need to purchase or otherwise obtain legal access rights to the project property for the term of the financing to implement the project?



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<input type="checkbox"/>	12. Does the application include the purchase of land or other assets?
<input type="checkbox"/>	13. Do you expect to use eminent domain so that you can implement your projects?

✓ if Yes or True	<u>TECHNICAL</u> Question / Statement
<input type="checkbox"/>	1. Do you anticipate that the plans & specifications will be out for bids before receiving an executed financing agreement?
<input type="checkbox"/>	2. The project bidding is complete, but the specifications did not include the American Iron and Steel, Disadvantaged Business Enterprises, and Davis-Bacon requirements.
<input type="checkbox"/>	3. Will the project move, reduce, or eliminate an existing discharge to surface water?
<input type="checkbox"/>	4. Is this a septic-to-sewer project or a regionalization project, or will the project be a joint effort with other agencies?
<input type="checkbox"/>	5. Is your project a non-point source or estuary project?
<input type="checkbox"/>	6. Our project is a recycled water project, but the technical report does not address the key components of Appendix B within the Water Recycling Funding Program Guidelines.
<input type="checkbox"/>	7. Our project is a recycled water project, but the expected deliveries are less than 50 percent of the recycled design capacity at completion of construction.

✓ if Yes or True	<u>ENVIRONMENTAL</u> Question / Statement
<input type="checkbox"/>	1. The environmental documents were not prepared to meet "federal cross-cutting" requirements.
<input type="checkbox"/>	2. Will the project impact any cultural resources?
<input type="checkbox"/>	3. Will the project impact any listed state or federal species?
<input type="checkbox"/>	4. Will the project require consultations with the United States Fish and Wildlife Service or the National Marine Fisheries Service?
<input type="checkbox"/>	5. Will the project's air quality emissions (construction and operation) exceed the federal de minimis levels, and require a general conformity determination?
<input type="checkbox"/>	6. Will the project require a Clean Water Act Section 404 permit and a Section 401 Certification?
<input type="checkbox"/>	7. Is there any significant controversy related to the project CEQA document?



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 P. O. Box 944212, Sacramento, CA 94244-2120



<input type="checkbox"/>	8. The date the project CEQA document was approved by our Agency will be more than five years from the expected date the CWSRF financing is approved?
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✓ if Yes or True	FINANCIAL Question / Statement
<input type="checkbox"/>	1. Are you planning to pledge a repayment source other than Net Revenues of your Wastewater Enterprise Fund?
<input checked="" type="checkbox"/>	2. Are your annual revenues currently insufficient to cover annual expenses?
<input checked="" type="checkbox"/>	3. Will you be requesting approval of your CWSRF financing before rates, assessments, or other charges used to support repayment are adopted?
<input type="checkbox"/>	4. Are you missing any portion of the necessary Project funding aside from what is being sought as part of this application? Please enter "N/A" in the box if no additional funding sources are necessary. N/A
<input type="checkbox"/>	5. Have you ever failed to make timely and sufficient payments on existing loans within the past 10 years? If none, please enter "N/A" in the box. N/A
<input type="checkbox"/>	6. Do you have outstanding fines or penalties due to non-compliance with a permit or order?
<input type="checkbox"/>	7. Do you have existing debt that relies on the same source of revenue as the source you plan to pledge for repayment of the CWSRF financing?
<input type="checkbox"/>	8. Do your existing debt covenants affect your ability to incur new parity debt, and/or are non-compliant with existing debt covenants?
<input type="checkbox"/>	9. Will the Project be co-funded with funding other than the Clean Water State Revolving Fund?
<input checked="" type="checkbox"/>	10. Was the last rate study completed over five years ago?
<input type="checkbox"/>	11. Have you had a prior material event such as a bankruptcy, default, unscheduled draw on reserve funds, substitution of insurers on their failure to perform, or unscheduled draw on a credit enhancement in the preceding 10 years?
<input type="checkbox"/>	12. Are you subject to a lien on any portion of the system property?
<input type="checkbox"/>	13. If you are a government entity, do you have a local debt limit?
<input type="checkbox"/>	14. Have you taken actions in anticipation of the sale of significant system assets?
<input type="checkbox"/>	15. Have you taken actions in anticipation of restructuring, dissolution or filing of bankruptcy protection?
<input type="checkbox"/>	16. Have you had a ratings downgrade within the last 12 months?
<input checked="" type="checkbox"/>	17. Are you in compliance with the Generally Accepted Accounting Principles (GAAP), as issued by the Governmental Accounting Standards Board (GASB) or its successor?



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<input checked="" type="checkbox"/>	18. Have you received audit findings in the last three years? Audit finding was regarding AJE's for audit prep.
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CERTIFICATION AND SIGNATURE OF AUTHORIZED REPRESENTATIVE	
To the best of my knowledge and belief, I certify that the information provided in this Worksheet is true and correct.	
Name of Authorized Representative: _____	Title: _____
Signature of Authorized Representative: _____	Date: _____

CHANGE ORDER NO. 6

Owner:	City of Tulelake	Owner's Project No.:	
Engineer:	Adkins Engineering & Surveying	Engineer's Project No.:	1012-5810
Contractor:	Shasta Services, Inc. DBA Timberworks	Contractor's Project No.:	
Project:	City of Tulelake Drought Relief Project		
Date Issued:	02/13/2026	Effective Date of Change Order:	02/13/2026

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

Description:

Add a card reader package for the Water Fill Station.

Attachments: Contractor Change Order Request 006

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ <u>1,070,691.00</u>	Original Contract Times: Substantial Completion: <u>120 Days</u> Ready for final payment: <u>150 Days</u>
Increase from previously approved Change Orders: \$ <u>3,626.29</u>	Increase Decrease from previously approved Change Orders No.1: Substantial Completion: <u>0</u> Ready for final payment: <u>0</u>
Contract Price prior to this Change Order: \$ <u>1,074,317.29</u>	Contract Times prior to this Change Order: Substantial Completion: <u>120 Days</u> Ready for final payment: <u>150 Days</u>
Increase this Change Order: \$ <u>1,560.00</u>	Increase Decrease this Change Order: Substantial Completion: <u>0</u> Ready for final payment: <u>0</u>
Contract Price incorporating this Change Order: \$ <u>1,075,877.29</u>	Contract Times with all approved Change Orders: 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#: 006

Location: Tulelake, CA

Date: 2/12/2026

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.

Cc: Sandy King

Water Fill Station - Add Credit Card Reader Package

Cost Breakdown:

		COST TYPE	QTY	U/M	Unit Rate	Extension
1)	Elemech Credit Card Package	Material	1	LS	\$ 1,020.00	\$ 1,020.00
2)	Installation	Labor	2	HR	\$ 140.00	\$ 280.00

Time Impact Analysis:

0 additional working days required for this work

Comments:

Total Direct Cost =	\$	1,300.00
Labor Surcharge @ 0% =	\$	-
Total Cost of Labor =	\$	280.00
Total Cost Materials =	\$	1,020.00
Labor Markup @15% =	\$	42.00
Equipment and Materials Markup @15% =	\$	153.00
Subcontractor Markup @15% =	\$	-
GC Markup @ 5% =	\$	65.00
TOTAL =	\$	1,560.00

