

AGENDA
Special Meeting
TULELAKE CITY COUNCIL
April 27, 2026
5:30 PM
VIA CONFERENCE CALL

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 special meeting of April 27. 2026.
2. Pledge of Allegiance
3. Approval of Work Change Directive NO 2 and Change Order NO 7 for Shasta Services, Inc. DBA Timberworks. Discussion/Action. (Chief Resilience Officer)
4. Approval of AB2788 Maintenance-of-Effort Certification for FY 25-26. Discussion/Action. (Chief Resilience Officer)
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 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 take action 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. Department Head updates.
7. Chief of Police, Tom Hoy
8. Chief Resilience Officer, Jenny Coelho
9. City Hall Administrator, Aissa Martinez
10. Director of Public Works, Jose Perez

COMMENTS FROM ADMIN AND STAFF:

11. Comments from City Treasurer (Sara Luscombe)
12. Comments from City Clerk (Anna Perez)
13. Comments from Library Branch Manager (Kailee Wood)
14. Comments from Assistant City Admin (Christian Marquez)
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.

WORK CHANGE DIRECTIVE NO.: 2

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: 04/20/2026 Effective Date of Work Change Directive: 04/20/2026

Contractor is directed to proceed promptly with the following change(s):

Description:

Proceed with pulling Well #2 pump and video logging of Well #2.

Attachments:

Change Order Request No. 7

Purpose for the Work Change Directive:

The pump for Well #2 must be pulled and video logging completed. This Directive allows the Contractor to move forward with Change Order Request No. 7 prior to the next City Council Meeting on 05/05/2026 to keep the Contractor on track with the current schedule provided on 4/16/2026.

Directive to proceed promptly with the Work described herein, prior to agreeing to change in Contract Price and Contract Time, is issued due to:

[] Non-agreement on pricing of proposed change. [X] Necessity to proceed for schedule or other reasons.

Estimated Change in Contract Price and Contract Times (non-binding, preliminary):

Contract Price: \$ 12,336.45

Contract Time: 97 days

Basis of estimated change in Contract Price: Change Order Request No. 7

[] Lump Sum [X] Unit Price [] Cost of the Work [] Other

Recommended by Engineer Authorized by Owner
By: [Signature]
Title: PROJECT MANAGER Mayor
Date: 04/20/26



April 16, 2026

Jenny Coelho, Chief Resilience Officer
City of Tulelake
PO Box 847 / 591 Main Street
Tulelake, California 96134

Re: Change Order Request No. 7
City of Tulelake Drought Relief Project

Mrs. Coelho:

The substantial completion date for the City of Tulelake Drought Relief Project was February 28, 2026. As outlined in Article 4.04 of the contract, liquidated damages in the amount of \$500 per day may be assessed against the Contractor for each day the project exceeds the substantial completion date. This provision provides the City with a predictable method of recovering damages resulting from project delays, including additional construction administration costs, grant administration costs, and the delayed beneficial use of the completed improvements.

The City has previously indicated its desire **not** to assess liquidated damages against the Contractor at this time.

The enclosed Change Order No. 7 includes additional work consisting of the removal and reinstallation of the Well #2 pump and video logging of the Well #2 casing. This work is required for Adkins to evaluate rehabilitation options for the casing. Please note that an additional change order may be required depending on the condition of the casing discovered during video logging.

The Contractor has submitted a revised schedule that extends the substantial completion date to **June 5, 2026**, and the final completion date to **July 5, 2026**. This represents a time extension of 96 days for substantial completion and 126 days for final completion.

Please note that if the City accepts this time extension, the right to assess liquidated damages for this extended period will be waived. Should the City prefer to retain the ability to assess liquidated damages, the Change Order can be modified accordingly. Additionally, if the Contractor's performance on Change Order No. 7 extends beyond the revised schedule, the City may assess liquidated damages for any future delays.

Please let us know how the City would like to proceed.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Michael Moser', is written over a horizontal line.

Michael Moser, PE
Engineer of Record
Cc: File 1012-5810

1435 Esplanade Ave, Klamath Falls, OR 97601

o 541.884.4666 / f 541.884.5335 / w AdkinsEngineering.com

CHANGE ORDER NO. 7

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:	04/16/2026	Effective Date of Change Order:	04/16/2026

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

Description:

This Change Order includes the following scope; removal and reinstallation of the Well #2 pump and video logging of the Well #2 casing.

The revised schedule provided on 4/16/26 increases the substantial completion to 217 days and the final completion to 247 days. This moves the substantial completion date to June 5, 2026 and final completion date to July 5, 2026.

Attachments: Contractor Change Order Request 007 – Remove and Reinstall Well #2 Pump + Video Logging, Schedule Update 04/07/2026

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>5,186.29</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>1,075,877.29</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>12,366.45</u>	[Increase] [Decrease] this Change Order: Substantial Completion: <u>217 Days</u> Ready for final payment: <u>247 Days</u>
Contract Price incorporating this Change Order: \$ <u>1,088,243.74</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>217 Days</u> Ready for final payment: <u>247 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#: 007

Location: Tulelake, CA

Date: 4/8/2026

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

Enloe Drilling and Pumps, Inc.
Mt. Shasta, CA 96067

Remove and Reinstall Well #2 Pump + Video Logging

Cost Breakdown:

		COST TYPE	QTY	U/M	Unit Rate	Extension
1)	Service Out	SUB	2	HR	\$ 750.00	\$ 1,500.00
2)	Pull Well #2 Pump	SUB	4	HR	\$ 625.00	\$ 2,500.00
3)	Supervisor Travel Time	Labor	3	HR	\$ 140.00	\$ 420.00
4)	Supervision for pump removal	Labor	4	HR	\$ 140.00	\$ 560.00
5)	Reinstall Well #2 Pump	SUB	4	HR	\$ 625.00	\$ 2,500.00
6)	Supervisor Travel Time	Labor	3	HR	\$ 140.00	\$ 420.00
7)	Supervision for pump reinstallation	Labor	4	HR	\$ 140.00	\$ 560.00
8)	Video Logging of Well #2	SUB	1	EA	\$ 2,364.24	\$ 2,364.24
9)	Supervisor Travel Time	Labor	3	HR	\$ 140.00	\$ 420.00
10)	Supervision for well video	Labor	2	HR	\$ 140.00	\$ 280.00

Time Impact Analysis:

Comments:

Total Direct Cost =	\$	11,524.24
Labor Surcharge @ 0% =	\$	-
Total Cost of Labor =	\$	2,660.00
Total Cost Materials =	\$	-
Labor Markup @15% =	\$	399.00
Equipment and Materials Markup @15% =	\$	-
Subcontractor Markup @5% =	\$	443.21
TOTAL =	\$	12,366.45



Enloe Drilling and Pumps, Inc.
507 Hummingbird Ln
Talent, OR 97540-9728 USA
+15309642807
enloedrillingandpumps@gmail.com
enloedrillingandpumps.com

Estimate 3115

ADDRESS

Tule Lake Pumps

SHIP TO

Tule Lake Pumps

DATE
03/23/2026

TOTAL
\$6,500.00

ACTIVITY

QTY

RATE

AMOUNT

Service Out

2

750.00

1,500.00

Labor Hourly: Service truck, trailer, 3 men prevailing wage

8

625.00

5,000.00

SUBTOTAL

6,500.00

TAX

0.00

TOTAL

\$6,500.00

THANK YOU.

Accepted By

Accepted Date

Waterwell Developing & Surveys, LLC
 PO Box 156
 Umatilla, OR 97882



Timberworks/ Shasta Services

Estimate

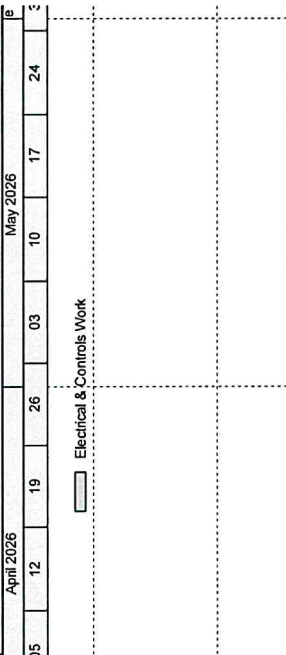
Date	Estimate #
3/13/2026	1175

		Project		
Item	Description	Qty	Rate	Total
Camera III	Video logging of well		2,175.00	2,175.00
Fuel Surcharge	Fuel surcharge		189.24	189.24
	Sales Tax		0.00%	0.00
This is an estimate and may change with work and materials provided.		Total		\$2,364.24

www.WaterwellDeveloping.com
 brandon@waterwelldveloping.com

Baseline Schedule

Activity ID	Activity Name	Original Duration	Start	Finish	Critical	Total Float	Legend
WELL.1210	T&B Electrical/Controls from Booster Sta. to Well BLDGs	5	09-Oct-25 A	16-Oct-25 A	<input type="checkbox"/>		<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 10px; height: 10px; background-color: #d3d3d3;"></div> Remaining Work</div> <div style="border: 1px solid black; width: 10px; height: 10px; background-color: #808080;"></div> Critical Remaining Work



Remaining Level of Effort summary
 Actual Level of Effort
 Actual Work





April 16, 2026

Jenny Coelho, Chief Resilience Officer
City of Tulelake
PO Box 847 / 591 Main Street
Tulelake, California 96134

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Respectfully,

A handwritten signature in black ink, appearing to read 'Michael Moser', with a long horizontal flourish extending to the right.

Michael Moser, PE
Engineer of Record
Cc: File 1012-5810

Please complete the following Form to calculate AB2788 MOE certification year budget. Describe all AB2788 adjustments in the space provided below

Public Safety Department	Certification Year Adopted Budget	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	Adjusted AB2788 Certification Year
Fire Department	\$25,000.00											
Siskiyou County Sheriff Department	\$9,880.00											
Police Department:												
Animal Control	\$800.00											
Public Safety	\$6,400.00											
Police Protection	\$252,029.00											
TOTAL	\$294,109.00											

AB2788 MOE Adjustments Comments:

- (1)
- (2)
- (3)
- (4)
- (5)
- (6)
- (7)
- (8)
- (9)
- (10)

Completed by: Jenny Coelho

Phone: 530-667-5522

Date: April 22, 2026

