

AGENDA
Regular Meeting
TULELAKE CITY COUNCIL
May 19, 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 May 19, 2026.
2. Pledge of Allegiance
3. Approval of April 27, 2026, special meeting minutes. Discussion/Action.
4. Approval of May 5, 2026, regular meeting minutes. Discussion/Action.
5. Approval of May 12, 2026, budget workshop minutes. Discussion/Action.
6. Approval of the payments of bills. Discussion/Action.
7. 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.

8. Approval Resolution 26-07, a Resolution of the City of Tulelake and the Tulelake City Council adopting a list of projects for Fiscal Year 2026-2027 Funded by SB1: The Road Repair and Accountability Act of 2017. Discussion/Action. (Director of Public Works)
9. Approval of purchasing garbage cans. Discussion/Action. (Director of Public Works)
10. Discussion and possible approval of purchasing an E-Bill Module for \$2000 to start emailing customers' bills out. Discussion/Action. (City Hall Administrator)
11. Approval of renewing Tulelake Multi County Fire District contract with the City of Tulelake. Discussion/Action. (TMCFD)
12. Review and possible approval of Law Enforcement Contract. Discussion/Action. (Chief of Police)
13. Review and possible approval of tree bids for nuisance abatement. Discussion/Action. (Chief Resilience Officer)
14. Department Head updates.
 - 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

COMMENTS FROM ADMIN AND STAFF:

15. Comments from City Treasurer (Sara Luscombe)
16. Comments from City Clerk (Anna Perez)
17. Comments from Library Branch Manager (Kailee Wood)
18. Comments from Assistant City Admin (Christian Marquez)
19. Comments from Council Member (Margie Cordonier)

20. Comments from Council Member (Patty Taylor)
21. Comments from Mayor Pro Tem (Penny Velador)
22. Comments from Council Member (Teresa Williams)
23. Comments from Mayor (Tom Cordonier)
24. 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
Special Meeting
TULELAKE CITY COUNCIL
April 27, 2026 - 5:30 PM

Mayor Tom Cordonier called the meeting to order at 5:30PM. Mayor Pro Tem Penny Velador and Council Members Patty Taylor, and Teresa Williams were present. Also in attendance were City Clerk, Anna Perez; City Hall Administrator, Aissa Martinez; Chief Resilience Officer, Jenny Coelho; Director of Public Works, Jose Perez; Assistant City Admin, Christian Marquez and Library Branch Manager, Kailee Wood. Council Member, Margie Cordonier; City Treasurer, Sara Luscombe and Chief of Police, Tom Hoy were absent.

APPROVAL OF WORK CHANGE DIRECTIVE NO 2 AND CHANGE ORDER NO 7 FOR SHASTA SERVICES, INC. DBA TIMBERWORKS

Chief Resilience Officer Jenny Coelho presented Work Change Directive No. 2 and Change Order No. 7 for Shasta Services, Inc. She reported an increase in the project budget; however, the additional costs are expected to be covered by grant funding. The contractor has requested a project time extension to July. Despite this request, the team will work toward completing the project by June 30. Mayor Pro Tem Velador made a motion to approve of the Work Change Directive NO 2 and Change Order NO 7 for Shasta Services, Inc. DBA. Council Member Williams seconded the motion. All votes were aye. Motion carried. (Motion 26-61)

APPROVAL OF AB2788 MAINTENANCE-OF-EFFORT CERTIFICATION FOR FY 25-26

Jenny Coelho reported that Form AB2788 must be signed to issue a payment to the City. She stated that the total amount paid to the Department of Public Safety is \$165,125.00, with the City expected to receive approximately \$4,500.00 to \$6,000.00. Mayor Cordonier made a motion for the approval of AB2788 Maintenance-of-Effort for FY 25-26. Mayor Pro Tem Velador seconded the motion. All votes were aye. Motion carried. (Motion 26-62)

COMMENTS FROM THE PUBLIC

No comments.

ADJOURNMENT

Mayor Cordonier made a motion to adjourn the meeting at 5:47PM. Council Member Velador seconded the motion. All votes were aye. Motion carried. (Motion 26-63)

Tom Cordonier, Mayor

Attest:

Anna Perez, City Clerk

MINUTES
Regular Meeting
TULELAKE CITY COUNCIL
May 5, 2026 - 5:30PM

Mayor Tom Cordonier called the meeting to order at 5:30PM. Mayor Pro Tem, Penny Velador and Council Members, Margie Cordonier, Patricia Taylor and Teresa Williams were present. Also in attendance were Chief Resilience Officer, Jenny Coelho; Director of Public Works, Jose Perez; Assistant City Admin, Christian Marquez and City Hall Administrator, Aissa Martinez. Chief of Police, Tom Hoy, showed up at 6:30pm. City Clerk Anna Perez was present via conference call. Library Branch Manager, Kailee Wood; Finance Director, Whitney Cantrell and City Treasurer, Sara Luscombe were absent.

APPROVAL OF APRIL 21, 2026, REGULAR MEETING MINUTES

Mayor Pro Tem Velador made a motion for the approval of April 21, 2026, regular meeting minutes. Mayor Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 26-64)

APPROVAL OF THE PAYMENT OF BILLS

Mayor Cordonier questioned the white pages on the Bank of America Credit Card, Chief Resilience Officer, Jenny Coelho explained that it is a monthly subscription. Council Member Cordonier made a motion to approve paying the bills presented. Mayor Pro Tem Velador seconded the motion. All votes were aye. Motion carried. (Motion 26-65)

COMMENTS FROM THE PUBLIC

Kendall Hannon introduced himself to the Council as a candidate for Judge of Siskiyou County. He stated that he and his family are longtime residents of the area and noted that his family were homesteaders. Mr. Hannon shared that although he was born in the Bay Area, he was raised in Tulelake. He also expressed his support for local businesses.

APPROVAL OF RESOLUTION 26-06, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TULELAKE CALLING AND GIVING NOTICE OF THE GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 03, 2026, AND REQUESTING CONSOLIDATION OF THIS ELECTION WITH THE STATEWIDE GENERAL ELECTION

City Hall Administrator, Aissa Martinez stated that the positions currently held by Mayor Pro Tem, Penny Velador, Council Member, Teresa Williams, City Treasurer, Sara Luscombe and City Clerk Anna Perez are up for election. Mayor Pro Tem Velador requested that her name appear on the ballot as "Penny" rather than "Paulette." Mayor Cordonier made the motion to approve Resolution 26-06, a Resolution of the City Council of the City of Tulelake calling and giving notice of the General Municipal Election to be held on November 03, 2026 and requesting consolidation of this election with the Statewide General Election. Council Member Williams seconded the motion. All votes were aye. Motion carried. (Motion 26-66)

APPROVAL OF MEMORANDUM OF UNDERSTANDING BETWEEN ART OF SURVIVAL CENTURY STEERING COMMITTEE AND: BROADWAY THEATER/YOUTH FOR CHRIST; BUTTE VALLEY MUSEUM & HISTORICAL SOCIETY; CITY OF TULELAKE, CALIFORNIA; MALIN COMMUNITY SERVICE CLUB; MALIN HISTORICAL SOCIETY & TULELAKE REVITALIZATION COMMITTEE

Chief Resilience Officer, Jenny Coelho stated that there will be six organizations involved instead of five, with revitalization also being included as part of the effort. She noted that there will be no changes to the funding, as the money will continue to come from grant funding. She also announced that the bike ride is scheduled for May 23-24, 2026, and that the MOU will be updated accordingly. Council Member Cordonier made the motion to approve of the MOU between Art of Survival Century Steering Committee and Broadway Theater/ Youth for Christ; Butte Valley Museum & Historical Society; City of Tulelake, California; Malin Community Service Club; Malin Historical Society & Tulelake Revitalization Committee. Council Member Taylor seconded the motion. All votes were aye. Motion carried. (Motion 26-67)

DISCUSSION OF FORMING A NEGOTIATING COMMITTEE FOR THE BOWLING ALLEY

Mayor Cordonier stated that a committee is needed to negotiate matters regarding the bowling alley. He noted that an agreement must be in place prior to demolition. Mayor Cordonier also shared concerns raised through comments from the property owner indicating an intention to retain ownership of the lot once the City completes demolition. He stated that demolition is anticipated to take place sometime in June, as the matter is considered a priority. The committee assigned to the matter consists of Aissa Martinez, Teresa Williams, and Penny Velador. Mayor Cordonier made a motion to approve a negotiating committee for the bowling alley. Council Member Taylor seconded the motion. All votes were aye. Motion carried. (Motion 26-68)

DISCUSSION ABOUT LEAVING CITY UTILITIES IN HOMEOWNER'S NAME

Mayor Cordonier discussed the issue of homeowners maintaining City utility accounts in their own names. He expressed the opinion that homeowners should be responsible for utility bills and may incorporate those costs into rental payments. Pro Tem Velador stated that she does not charge high rent rates and believes tenants should be responsible for paying their own utility bills. Council Member Williams commented that she would like the policy to be fair for everyone and suggested that property owners with multiple rental units should keep the utility accounts in their own names. The Council agreed to revisit the matter once all relevant information has been gathered. Chief Resilience Officer Jenny Coelho noted that she had not yet had time to research all necessary

information due to work related to the budget. Mayor Cordonier added that the City loses a significant amount of money when renters leave with unpaid utility balances. Council Member Cordonier made the motion to table the discussion about leaving City utilities in homeowner's name. Council Member Williams seconded the motion. All votes were aye. Motion carried. (Motion 26-69)

DISCUSSION ABOUT CONTRACTING FOR A CITY CUSTODIAN

Mayor Cordonier commented that he would like the custodian position to be contracted as a private contractor (1099 position). He stated that the City could potentially save money by utilizing a private contract rather than employing a City employee. The proposed arrangement would require interested parties to submit bids to provide cleaning services for a specified amount. The position will be opened for bids. Discussion on the matter was postponed until May 19, 2026. Mayor Cordonier made a motion to postpone the discussion about contracting for a city custodian. Council Member Taylor seconded the motion. All votes were aye. Motion carried. (Motion 26-70)

DISCUSSION ABOUT WHO WILL WRITE THE NEXT COUNCILMEMBER CORNER FOR THE NEWSLETTER

Mayor Cordonier asked the Council for volunteers to prepare the Councilmember Corner section for the newsletter. Penny Velador volunteered to complete it. Aissa Martinez stated that the City will no longer mail newsletters due to associated costs. She noted that the newsletter will instead be made available on the City website and posted at the post office, library, and local stores in Tulelake. No action taken. Discussion only.

Chief of Police: Tom Hoy reported that following concerns raised to him, he visited the school to inform students that a valid driver's license is required to operate a vehicle. He also stated that he has stopped several students while conducting traffic enforcement. Tom further shared that, through the K-9 fund, a scholarship program will be established. He requested that scholarship applicants appear before the Council to introduce themselves so the Council can assist in selecting the candidates. Also, Jesse has been working hard. Brant will be out of town in May. He mentioned that he will be on duty from Noon – 10:00pm.

Chief Resilience Officer: Jenny Coelho reported that she'd like to order some decorations for the 50th year celebration before the bike ride to have ready for the fourth of July in the city. She would like the City to have something fun for the 4th of July with the resilience grant for beautification.

City Hall Administrator: Aissa Martinez reported that she attended training with John. She also stated that the City has received seven letters from concerned customers regarding the increase in utility rates.

Director of Public Works: Jose Perez stated that he was glad to be back after completing a week of training. He further noted that the State will be increasing oversight regarding water testing requirements.

ADJOURNMENT

Mayor Cordonier made a motion to adjourn the meeting at 7:22PM. Council Member Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 26-71)

Tom Cordonier, Mayor

Attest:

Anna Perez, City Clerk

MINUTES
Budget Workshop
TULELAKE CITY COUNCIL
May 12, 2026 – 9:01 AM

Mayor Tom Cordonier called the meeting to order at 9:01 AM. Mayor Pro Tem Velador was present. Also in attendance were Chief Resilience Officer, Jenny Coelho; City Clerk, Anna Perez; City Hall Administrator, Aissa Martinez; Library Branch Manager, Kailee Wood; and Director of Public Works, Jose Perez. Assistant City Admin, Christian Marquez; Chief of Police, Tom Hoy; City Treasurer, Sara Luscombe, Council Members, Teresa Williams, Patty Taylor and Margie Cordonier were absent.

NO COMMENTS FROM THE PUBLIC

COMMENTS FROM THE PUBLIC

No Comments

REVIEW AND DISCUSSION ABOUT FY 2025/2026 BUDGET

Chief Resilience Officer, Jenny Coelho presented the budget during the workshop. She explained that she used last year's budget figures because the current year's budget is not yet finalized, with financials pulled through March 31, 2026. Beginning with the General Fund, she reported that it is currently within budget. The Library Fund is showing a negative balance because the City has been covering the remaining power bill expenses. The Friends of the Library provided the City of Tulelake with only a \$500 check toward the electric bill. She also noted that the Police Department budget must be updated because the contract with the City of Bonanza did not move forward, requiring a deduction of \$51,850. The Public Works budget is currently in good standing due to insurance funds received from the shop that burned down. Additionally, Siskiyou County still owes money to the City of Tulelake, although the exact amount is unknown currently.

DEPARTMENT HEAD UPDATES

Chief of Police: Absent

Chief Resilience Officer: No comments.

City Hall Administrator: No comments.

Director of Public Works: No comments.

ADJOURNMENT

Tom Cordonier, Mayor

Attest:

Anna Perez, City Clerk

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

Bills Submitted for Approval on 05-19-2026 - API26028 for Weeks 05-05-2026 thru 05-19-2026				
Name	Document Number	Document Amount	Document Description	Fund Code
Jeffery Heign	0011	3,112.75	Pre-Audit & Mileage	01
CAL-ORE TELEPHONE CO.	0324003564 05/2026	1,323.18	CH, PD, PW & 02 - WiFi & Landline	01
Primo Brands	06E8750187460	142.03	CH, PW, PD & Library Water	01
Whitney Cantrell	1032	3,062.50	Bookkeeping	01
LANGAN ENGINEERING AND ENVIRONMENTAL SERVICES, INC.	1810 #90094600	1,462.50	Professional Services 03/28-04/24/2026	01
TRILOGY ARCHITECTURE CORPORATION	1897	300.00	TVC	01
Weist Law	2026-M146	12,671.25	Rate Study	02
MID PACIFIC ENGINEERING	20260908	12,200.00	Geotechnical Engineering Report 4/30/2026	01
DATA DELETE OF OREGON	20261415	114.00	Shred Contents	01
SPRING STREET ANALYTICAL LLC	3691	130.00	Colilert	02
ED STAUB & SONS PETROLEUM, INC	484817	1,460.48	PD- Fuel	01
ED STAUB & SONS PETROLEUM, INC	484828	891.21	PW & Garbage Truck - Fuel	02
CHARLES W PILLON, CPA	4856	218.75	Pre-Audit Services	01
TEXT MY GOV	505146	2,028.00	Software Management & Support 06/26-05/27	01
STATELINE AUTO PARTS SUPPLY, INC.	646459	19.65	Operating Supplies	02
STATELINE AUTO PARTS SUPPLY, INC.	647048	149.03	Oil Filter & Oil PW Truck, Wires for Chevy	02
ADKINS ENGINEERING AND SURVEYING, INC.	App #6 04/11/2026	307,554.95	Application #6, Drought Relief Project	02
MERRILL LUMBER COMPANY	B284810	15.98	Waste Water Maintenance	03
MERRILL LUMBER COMPANY	B284860	4.99	Maintenance on Garbage Truck	04
MERRILL LUMBER COMPANY	B285075	87.10	Maintenance, Parks & Water	02
BANK OF AMERICA BUSINESS CARD	BOA 02/24/2026	715.00	Fairground Rental for K9 Dinner	01
BANK OF AMERICA BUSINESS CARD	BOA 03/28/2026	8.95	SG*pdfhous.com	01
BANK OF AMERICA BUSINESS CARD	BOA 04/03/2026	34.99	Adobe	01
BANK OF AMERICA BUSINESS CARD	BOA 04/05/2026	5.99	Whitepages	01
BANK OF AMERICA BUSINESS CARD	BOA 04/13/2026	107.64	APR*APPRIVER	01
BANK OF AMERICA BUSINESS CARD	BOA 04/20/2026	39.00	Late Payment Fee	01
BANK OF AMERICA BUSINESS CARD	BOA 04/20/2026 #1	39.00	Late Payment Fee	01
BANK OF AMERICA BUSINESS CARD	BOA 04/22/2026	15.82	Finance Charge	01
BANK OF AMERICA BUSINESS CARD	BOA 04/22/2026 #1	11.11	Finance Charge	01
CAPITAL ONE SPARK BUSINESS	COC 03/19/2026	290.40	Minute Book	01
CAPITAL ONE SPARK BUSINESS	COC 03/19/2026 #1	92.44	Operating Supplies	01

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

CAPITAL ONE SPARK BUSINESS	COC 03/20/2026	3.22	Operating Supplies	02
CAPITAL ONE SPARK BUSINESS	COC 03/25/2026	329.98	Operating Supplies	02
CAPITAL ONE SPARK BUSINESS	COC 04/02/2026	6.44	Operating Supplies	02
CAPITAL ONE SPARK BUSINESS	COC 04/02/2026 #1	20.00	Dougnuts for Training	01
CAPITAL ONE SPARK BUSINESS	COC 04/03/2026	610.00	Training	02
CAPITAL ONE SPARK BUSINESS	COC 04/04/2026	56.14	Work Lunch	01
HOME DEPOT CREDIT SERVICES	HDC 04/15/2026	78.00	Locks for Pig Pens	01
UNITED STATES POSTMASTER	Postal 05/11/2026	162.00	12 Months Postal Box Rental	01
WOODHOUSE FARMING & SEED CO.	S292969	15.00	Weights-47070	04
MERRILL LUMBER COMPANY	S292973	30.00	Weights - 47096, 47111	04
WOODHOUSE FARMING & SEED CO.	S293001	30.00	Weights - 47134, 47155	04
WOODHOUSE FARMING & SEED CO.	S293020	30.00	Weights- 47185, 47206	04
WOODHOUSE FARMING & SEED CO.	S293034	30.00	Weights - 47237, 47262	04
Total		349,709.47		
	Pay Dates: 05/08/2026		Fund Account Codes:	
PAY PERIOD:	04/19/2026-05/02/2026			
<i>Police Department: (3 Employees)</i>	\$5,637.50		01- General Fund	
<i>Chief Resilience Officer (1 Employee)</i>	\$2,312.57		02- Enterprise Fund - Water	
<i>Public Works: (6 Employees)</i>	\$7,516.84		03- Enterprise Fund - Sewer	
<i>City Hall: (6 Employees, including Library & Custodial)</i>	\$5,786.10		04- Enterprise Fund - Garbage	
<i>Council & Elected Officials: (7 persons)</i>	\$0.00		05- Police Personnel (COPS Grant)	
			11- Gas Tax Fund (Streets)	
Total Amount of Payroll DD's		\$21,253.01	13- Local Transportation (TDA)	
Total Amount Submitted for Approval - May 19, 2026:		\$370,962.48		

RESOLUTION NO. 26-07

A RESOLUTION OF THE CITY OF TULELAKE AND THE TULELAKE CITY COUNCIL ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2026-27 FUNDED BY SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of the City of Tulelake are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City of Tulelake must adopt by resolution a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City of Tulelake, will receive an estimated \$24,000 in RMRA funding in Fiscal Year 2026-27 from SB 1; and

WHEREAS, this is the 9th year in which the City of Tulelake is receiving SB 1 funding and will enable the City of Tulelake to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

WHEREAS, the City of Tulelake has undergone a robust public process to ensure public input into our community's transportation priorities/the project list; and

WHEREAS, the City of Tulelake used a Pavement Management System to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the community's priorities for transportation investment; and

WHEREAS, the funding from SB 1 will help the City of Tulelake maintain and rehabilitate a main cross street and sidewalk traffic intersection adding active transportation infrastructure needed and any other future citywide street and sidewalk projects as funding allows; and

WHEREAS, the 2021 California Statewide Local Streets and Roads Needs Assessment found that the City of Tulelake streets and roads are in a "lower at-risk" condition and this revenue will help us increase the overall quality of our road system and over the next decade will bring our streets and roads into a "good" condition; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will help the City of Tulelake achieve increased safety and better quality streets, roads and sidewalk benefiting our City resident and visitor traffic.

NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND by the Tulelake City Council of the City of Tulelake, State of California, as follows:

1. The foregoing recitals are true and correct.
2. The following list of newly proposed projects will be funded in-part or solely with Fiscal Year 2026-27 Road Maintenance and Rehabilitation Account revenues:

Each NEW Project Proposed MUST Include:

Project Title: Removing old sidewalks.

Project Description: Remove old sidewalks and possibly replace them with new funding.

Project Location: On First Street between B & A Street and Between A Street and Modoc Avenue.

Estimated Project Schedule: Start: July 1, 2026 – Estimated Completion: June 30, 2027

Estimated Project Useful Life: 10 to 15 Years

3. The following previously proposed and adopted projects may utilize Fiscal Year 2026-27 Road Maintenance and Rehabilitation Account revenues in their delivery. With the relisting of these projects in the adopted fiscal year resolution, the City is reaffirming to the public and the State our intent to fund these projects with Road Maintenance and Rehabilitation Account revenues:

Each Relisted Project Previously Proposed MUST Include:

Project Title: Modoc Avenue Sidewalk Replacement

Project Description: Replacing new sidewalk along north side of Modoc Avenue

Project Location: Northside of Modoc Avenue

Estimated Project Schedule: July 1, 2026 – Estimated Completion: June 30, 2027,

Estimated Project Useful Life: 25 Years

PASSED AND ADOPTED by the City Council of the City of Tulelake, State of California this 19th day of May 2026, by the following vote:

AYES: __

NOES: __

ABSENT: __

ABSTAIN: __

Mayor Thomas L. Cordonier

Attest:

Anna Perez, City Clerk

Secure E-Bill Module

- *LOWER COSTS OF BILL PRODUCTION*
- *Reliable Rapid Delivery*
- *Increased Customer Satisfaction*
- *Simple to Implement*

CUSI's Secure E-Bill Module Saves Your Utility Time

Production of Utility Bills is expensive and time consuming. Successful delivery of those bills is imperative to your utility's cash flow. CUSI's Secure E-Bill Module lowers operational costs and improves bill delivery while increasing customer satisfaction a win for you *and* for your protected pdf customers' bills in an automated process. Both a paper bill and an E-Bill may be received desired.

With the E-Bill module your customer can receive their bill the same day it is generated.

Security features ensure that sensitive data is kept private.

A simple click and entry of email address is all it takes to enroll. The emails are created in an automated process when your paper bills are generated. With CUSI's Customer Web Portal, your customers can even sign up via the web without any assistance from utility staff!



300 South Church Street
Suite 200
Jonesboro, Arkansas 72401
800 240 1420
sales@cusi.com





CONTINENTAL UTILITY SOLUTIONS, INC.

Sales Representative: Emma Sairls

P. O. Box 1515

Jonesboro, AR 72403

www.cusi.com

(870) 495-2951

Quote #: es260512154407

Sales Agreement May 12, 2026



Tulelake, City of
591 Main Street
Tulelake, CA
96134

Christian Marquez
530-667-5522
christian.marquez@cityoftulelake.com



Economic Summary

Up-Front Monthly Annual

CUSI Software & Services

Utility Billing Solution

\$2,000.00

Total CUSI Software & Services (Billed by CUSI)

\$2,000.00

Total Third Party Software & Services (Billed by Providers)

Total Contract

\$2,000.00

Billing and Payment Terms

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

Initials:



CONTINENTAL UTILITY SOLUTIONS, INC.

Sales Representative: Emma Sairls

P. O. Box 1515
Jonesboro, AR 72403

www.cusi.com

(870) 495-2951

Quote #: es260512154407

May 12, 2026

Sales Agreement



Tulelake, City of
591 Main Street
Tulelake, CA
96134

Christian Marquez

530-667-5522

christian.marquez@cityoftulelake.com

CBSW Utility Billing Software

Add-On Modules

1 CBSW Secure E-Bill Module	\$2,000.00	\$2,000.00
-----------------------------	------------	------------



Economic Summary

CBSW Utility Billing Software

	\$2,000.00
Total	\$2,000.00



Comments

Purchasing additional CUSI software, modules, and interfaces may have an impact on your annual technical support rate upon your next renewal.



CONTINENTAL UTILITY SOLUTIONS, INC.

Sales Representative: Emma Sairls

P. O. Box 1515
Jonesboro, AR 72403

www.cusi.com

(870) 495-2951

Quote #: es260512154407

May 12, 2026

Sales Agreement



Tulelake, City of
591 Main Street
Tulelake, CA
96134

Christian Marquez

530-667-5522

christian.marquez@cityoftulelake.com



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 06/11/2026, 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 #: es260512154407

May 12, 2026

Sales Agreement



Tulelake, City of
591 Main Street
Tulelake, CA
96134

Christian Marquez

530-667-5522

christian.marquez@cityoftulelake.com



Purchaser Authorization

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

Print Name:

Title:

Authorized Signature:

Date:

AGREEMENT FOR FIRE PROTECTION SERVICES

Between the City of Tulelake and the Tulelake Multi-County Fire District for Fiscal Year 2026-2027

This agreement made and entered into the 19th day of May 2026, by and between the City of Tulelake, a municipal corporation duly organized and existing under the laws of the State of California, hereinafter referred to as the "City" and the Tulelake Multi-County Fire District, a multi-county fire district duly organized and existing under the laws of the State of California hereinafter referred to as the "District".

WHEREAS the City has been and now is receiving fire protection services from the District for the protection of lives and property within the corporate confines of the City and has been and now is budgeting for payment to the District for said services; and,

WHEREAS the City is not located within the confines of the District and must delegate authority to the District to act on behalf of the City; and,

WHEREAS this Delegation of Authority is to include, but not limited to, the following services: Fire protection, rescue, emergency medical (not including ambulance services), hazardous material emergency response, and any other services relating to the protection of life and property; and,

WHEREAS, the City and the District mutually agree to assist each other on all incidents, as needed, in order to maintain the safety of the public, and operating in accordance with the National Incident Management System (NIMS) and the nationally accepted Incident Command System (ICS); and,

WHEREAS the District has been and now is providing fire protection services to the City and is willing and able to continue providing these services; and,

WHEREAS this agreement is meant to encourage the development of cooperative procedures and protocols, including the possibility of joint purchasing, communications coordination, training, health and safety, fire prevention, public education, fire investigations and other activities that will enhance the ability of the parties to fulfill their missions.

NOW THEREFORE, BOTH PARTIES HERETO AGREE AS FOLLOWS:

1. The City agrees to pay the District for the fiscal year 2026-2027 the annual amount of \$25,000.00 (to be made in monthly payments), for fire protection services.
2. The District agrees to provide, at the District's sole cost and expense, fire protection services to the City for the fiscal year 2026-2027 for the above agreed upon amount.
3. All funds herein agreed to be paid shall be paid at such time and place as mutually agreed by the parties hereto.

4. The District agrees to provide a written assessment of all fire hazards within the boundaries of the city and present a written quarterly report to the Tulelake City Council during the agreed upon fiscal year.
5. Notwithstanding any other provision of law, the District Board or its authorized representative may issue written orders to correct or eliminate a fire hazard or life hazard.
6. The District agrees to pay for city water, wastewater and garbage service at the current regular residential rate.
7. The City agrees to the maintenance, repair, flushing, testing and replacement of all existing and new fire hydrants within the city jurisdiction. The City also agrees to utilize the National Fire Protection Association (NFPA) guidelines for hydrant testing, flushing and identification.
8. The District agrees to maintain operational readiness and to utilize NFPA guidelines. In the event of any significant changes that may affect operations, District agrees to inform the City in writing within 30 days of knowledge of said change.
9. The City agrees to inform the District of any significant changes to the water system in writing within 30 days of knowledge of said change.
10. The City agrees to let the District use any hydrant within the city jurisdiction for the purpose of fire prevention and fire extinguishment, at no cost to the District. Use of hydrants for testing and fire training purposes, at no cost to the District, shall be permitted at the discretion of the City Council with the guidance of the Director of Public Works.
11. Both parties agree that any fire hydrant(s) found to be non-operational shall be reported mutually within 24 hours of discovery.
12. The City agrees to give consideration to the District on all major building projects that require a building permit in order to ensure proper fire flows are achieved.
13. This agreement is intended to cover day-to-day fire and rescue operations but shall also apply during a state of natural or technical disaster. The occurrence of said disaster in the Districts jurisdiction may relieve the District of any obligation to respond to an emergency incident under this Agreement.
14. This agreement shall not limit the ability of either party to agree to participate in more specific contracts of services or mutual assistance. The City also recognizes this agreement does not prohibit the District from providing emergency assistance to another jurisdiction which is not a participant in this agreement.
15. Both parties participating in this agreement shall retain ownership of any equipment or property it brings to the performance of this agreement and shall retain ultimate control and responsibility of its employees.

16. The District reserves the right to adopt any fire protection code deemed essential. The City agrees to assist in implementing and enforcing any existing and future fire prevention codes.
17. Each party shall be responsible for their own records management. Upon request and if deemed appropriate and legal, either party to this agreement shall release records involving the opposite party, including but not limited to, incident records or any other documentation relevant to the incident in question.
18. No party to this Agreement shall be required to pay any additional compensation outside the scope of this agreement to any other party for services rendered hereunder. In the event of declared disasters, parties to this agreement may apply for reimbursements from county, state, and federal agencies. The District reserves the right to bill individuals or businesses for services rendered.
19. No term or provision in this agreement is intended to create a partnership or joint venture between these parties.
20. The agreement may be terminated at any time by either party giving notice to the other party in writing of its intention to terminate this agreement, which termination shall take effect 60 days after the receipt of such written notice by the other party from the party terminating such agreement.
21. This is a one-year agreement, effective July 01, 2026, through June 30, 2027. However, at the option of both parties, this contract may be extended for a period of one year pursuant to the acceptance of both parties for the annual amount of \$25,000.00.
22. The parties further release all claims each may have against the other under prior agreements.

IN WITNESS WHEREOF, the parties hereto have set their hands, the day, month, and year first above written.

CITY OF TULELAKE

BY: Thomas L. Cordonier
Mayor, City of Tulelake (*Print Name*)

Signature: _____

TULELAKE MULTI-COUNTY FIRE PROTECTION DISTRICT

BY: _____
Commissioner (*Print Name*)

Signature: _____

