

**MINUTES**  
**Regular Meeting**  
**TULELAKE CITY COUNCIL**  
**December 19, 2023 - 5:30 PM**

Mayor Penny Velador called the meeting to order at 5:33PM. Mayor Pro Tem Tom Cordonier and Council Members Bryan Hendricks, Teresa Williams and Julia Pena Larsen were present. Also in attendance were City Treasurer, Sara Luscombe; City Clerk, Aissa Martinez; Chief of Police, Tom Hoy; City Hall Administrator, Jenny Coelho; Director of Public Works, Jose Perez and Assistant City Admin, Jazlyn Chavolla. Finance Director, Will Sargent, was present via conference call. Those absent were Police Officer, Brant Mauk and Chief Resilience Officer, Jose Fiscal.

**APPROVAL OF THE DECEMBER 05, 2023, REGULAR MEETING MINUTES**

Mayor Pro Tem Cordonier made a motion to approve the December 05, 2023, regular meeting minutes. Council Member Hendricks seconded the motion. All votes were aye. Motion carried. (Motion 23-234)

**APPROVAL OF THE PAYMENTS OF BILLS**

Mayor Pro Tem Cordonier made a motion to approve paying the bills presented. Mayor Velador seconded the motion. All votes were aye. Motion carried. (Motion 23-235)

**COMMENTS FROM THE PUBLIC**

No comments.

**APPROVAL OF TASK ORDER NO. 15 FOR ADKINS ENGINEERING & SURVEYING, INC. FOR THE CITY OF TULELAKE WASTEWATER IMPROVEMENTS**

Mayor Velador made a motion for the approval of Task Order No. 15 for Adkins Engineering & Surveying, Inc. for the City of Tulelake Wastewater Improvements. Mayor Pro Tem Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 23-236)

**APPROVAL OF THE REVISED FISCAL YEAR 23/24 SALARY SCHEDULE THAT INCLUDES THE NEW 1/1/2024 CALIFORNIA MINIMUM WAGE INCREASE, EFFECTIVE FOR THE 12/31/2023 PAY PERIOD**

Mayor Velador made a motion for the approval of the revised Fiscal Year 23/24 Salary Schedule that includes the new 1/1/2024 California minimum wage increase, effective for the 12/31/2023 pay period. Mayor Pro Tem Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 23-237)

**APPROVAL OF RESOLUTION CAL OES ID NO: JS22-011 DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES**

Mayor Velador made a motion for the approval of Resolution Cal OES ID No: JS22-011 Designation of Applicant's Agent Resolution for Non-State Agencies. Council Member Hendricks seconded the motion. All votes were aye. Motion carried. (Motion 23-238)

**REVIEW OF QUOTE AND POSSIBLE APPROVAL OF SETTING UP AN EMERGENCY SYSTEM TO NOTIFY UTILITY CUSTOMERS**

Director of Public Works, Jose Perez, commented that he got a quote of \$2900.00 per year for 1000 customers from Catapult Connect, that will send out calls, texts and emails to all utility customers in the City when there is an emergency. He stated that the High School uses this service, and it works very well. Chief of Police, Tom Hoy, suggested they let the Chief Resilience Officer look into it to see if he can find a grant to cover this

cost. Mayor Velador made a motion to table this item until Chief Resilience Officer, Jose Fiscal, can investigate this some more. Council Member Hendricks seconded the motion. All votes were aye. Motion carried. (Motion 23-239)

#### **REVIEW AND POSSIBLE APPROVAL OF VETERANS MEMORIAL BRICK QUOTES**

City Hall Administrator, Jenny Coelho, commented that she found quotes for Veterans Memorial Bricks on Bricks R Us. The Council reviewed and approved the type and size of bricks they would like for Veterans Park Memorial. Mayor Velador made a motion for the approval of Veterans Memorial Brick quotes with Bricks R Us. Council Member Williams seconded the motion. All votes were aye. Motion carried. (Motion 23-240)

#### **RECOMMENDATION FOR WAGE RAISE INCREASES FOR PUBLIC WORKS STAFF FOR ARTURO RAMIREZ TO \$20.36 PER HOUR, STEP 7; SAMUEL FLORES, JR. TO \$19.00 PER HOUR, STEP 5; SCOTT CARROLL TO \$18.36 PER HOUR, STEP 4. ALL RAISES ARE EFFECTIVE PER THE REVISED FY23/24 SALARY SCHEDULE EFFECTIVE DECEMBER 31, 2023**

Mayor Velador made a motion to approve wage raise increases for Public Works staff for Arturo Ramirez to \$20.36 per hour, step 7; Samuel Flores, Jr. to \$19.00 per hour, step 5; Scott Carroll to \$18.36 per hour, step 4, effective beginning December 31, 2023. Council Member Hendricks seconded the motion. All votes were aye. Motion carried. (Motion 23-241)

#### **RECOMMENDATION FOR WAGE RAISE INCREASES FOR CITY HALL STAFF FOR TRICIA PLASS TO \$20.28 PER HOUR, STEP 6; JAZLYN CHAVOLLA TO \$16.56 PER HOUR, STEP 1; TEENA SALAZAR TO \$16.00 PER HOUR, BASE RATE. ALL RAISES ARE EFFECTIVE PER THE REVISED FY23/24 SALARY SCHEDULE EFFECTIVE DECEMBER 31, 2023**

Mayor Velador made a motion to approve wage raise increases for City Hall staff for Tricia Plass to \$20.28 per hour, step 6; Jazlyn Chavolla to \$16.56 per hour, step 1; Teena Salazar to \$16.00 per hour, base rate, effective beginning December 31, 2023. Mayor Pro Tem Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 23-242)

#### **APPROVAL TO INCREASE JENINE COELHO, CITY HALL ADMINISTRATOR AND JOSE PEREZ, DIRECTOR OF PUBLIC WORKS HOURLY SALARY PER HOUR TO \$32.00 BY THE REQUIREMENT OF THE STATE OF CALIFORNIA WHERE EXEMPT EMPLOYEES RATE OF PAY MUST BE TWICE THAT OF THE STATE MINIMUM WAGE**

Finance Director, Will Sargent, commented that this wage increase is required by the State of California and if Council didn't want to approve it, they can require Jenine Coelho and Jose Perez to go from exempt to hourly, which will decrease their hourly wage, but will have to pay them overtime. Mayor Velador made a motion for the approval to increase Jenine Coelho, City Hall Administrator and Jose Perez, Director of Public Works hourly salary per hour to \$32.00 by the requirement of the State of California where exempt employees rate of pay must be twice that of the state minimum wage, effective beginning December 31, 2023. Mayor Pro Tem Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 23-243)

#### **DEPARTMENT HEAD UPDATES**

**Chief of Police:** Tom Hoy commented that there will be a legal update training on K-9s coming up in Anaheim, CA. He also commented that they are ready to do the background check on the new police officer that will replace Jose Fiscal.



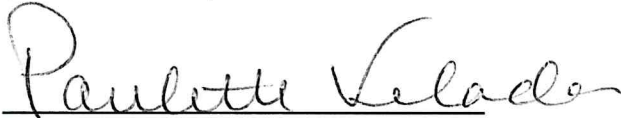
**City Hall Administrator:** Jenny Coelho thanked the City Hall staff for preparing everything for the work Christmas party. She commented that when the City is ready to start an increase in utilities after the rate study is completed, the attorney has the forms for Prop 218 to increase water, sewer and garbage fees. Jenny stated that she is teaching the office staff how to do more on Abila and that they are doing great taking it on and learning.

**Director of Public Works:** Jose Perez commented that his crew is going to take the wall down at the Public Works shop instead of having to pay someone to do it. He also commented that the water came back positive for bacteria again and that he will be testing again tomorrow.

**Finance Director:** Will Sargent, commented that Jenny and Whitney are working on the audit for Charlie Pillon. He also wanted to wish everyone a Merry Christmas.

#### **ADJOURNMENT**

Mayor Velador made a motion to adjourn the meeting at 6:53PM. Mayor Pro Tem Cordonier seconded the motion. All votes were aye. Motion carried.  
(Motion 23-244)



Paulette Velador, Mayor

Attest:



Aissa Martinez, City Clerk

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