AGENDA
Regular Meeting
November 3, 2026
5:30PM
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 November 3, 2026.
2. Pledge of Allegiance
3. Approval of October 20, 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. Discussion and possible action to temporarily close the library until further notice or reduce library hours to 4 hours a week. Discussion/Action (Council Members Williams and Cordonier)
7. Discussion about reorganization of City Council Members. Discussion/Action (Mayor Cordonier)
8. Discussion and possible action regarding these very difficult circumstances regarding the City budget we as a Council can withdraw our pay until the financial hardship with the City is under control. Discussion/Action (Council Member Williams)
9. Review of 1st Quarter 2026 General Fund City Budgets. Discussion/Action (City Hall Administrator)
10. Review and possible approval of Mid Pacific Engineering's proposal for additional Geotech drilling for the Tulelake Visitor Center project. Discussion/Action (Chief Resilience Officer)
11. Review and approval of R.B. Aldrich Construction Order #1 and retainage included on final invoice # 2021. Discussion/Action (Chief Resilience Officer)
12. Review and possible approval of Short-Term Rental Fire Safety Self Certification Form. Discussion/Action (Chief Resilience Officer)
13. Discussion and possible action of removing bottled water from City purchasing and discussing OSHA requirements. Discussion/Action (Council Member Cordonier)
14. Discussion about water shutoffs for non-payment. Discussion/Action (Mayor Cordonier)
15. Closed Session: Public Employee Evaluation: City Attorney.
16. Announcement of closed session.
17. Closed Session: Employee Evaluation- Chief of Police.
18. Announcement of closed session.

19. Emergency and grant updates. Discussion/Action (Chief Resilience Officer)

20. Department Head updates. Discussion/Action.
    a. Chief of Police, Tom Hoy
    b. City Hall Administrator, Aissa Martinez
    c. Director of Public Works, Jose Perez

COMMENTS FROM ADMIN AND STAFF:

21. Comments from Library Branch Manager (Kailee Wood)
22. Comments from City Treasurer (Sara Luscombe)
23. Comments from City Clerk (Anna Perez)
24. Comments from Chief Resilience Officer (Jenny Coelho)
25. Comments from Council Member Margie Cordonier
26. Comments from Council Member Patty Taylor
27. Comments from Mayor Pro Tem Penny Velador
28. Comments from Council Member Teresa Williams
29. Comments from Mayor Tom Cordonier
30. 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
October 20, 2026 - 5:30PM

Mayor Tom Cordonier called the meeting to order at 5:31PM. Mayor Pro Tem, Penny Velador and Council Members; Margie Cordonier, Patty Taylor and Teresa Williams were present. Also in attendance were Chief Resilience Officer, Jenny Coelho; City Clerk, Anna Perez; Director of Public Works, Jose Perez and Chief of Police Tom Hoy.

APPROVAL OF OCTOBER 6, 2026, REGULAR MEETING MINUTES
Mayor Pro Tem Velador made a motion for the approval of October 6, 2026, regular meeting minutes. Council Member Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 26-166)

APPROVAL OF THE PAYMENT OF BILLS
Mayor Cordonier made a motion to approve paying the bills as presented. Mayor Pro Tem Velador seconded the motion. All votes were aye. Motion carried. (Motion 26-167)

COMMENTS FROM THE PUBLIC
No comments.

APPROVAL OF PROCLAMATION FOR "1ST 5 READING ACROSS SISKIYOU" 19TH ANNUAL EVENT FOR NOVEMBER 18TH ANNIVWESARY
Allison stated that on November 19, every child will receive a book that teaches children about anxiety. She thanked the Council for adopting the proclamation. Council Member Cordonier made a motion to approve the proclamation for "1st 5 Reading Across Siskiyou" 19th Annual event for November 18th Anniversary. Council Member Williams seconded the motion. All votes were aye. Motion carried. (Motion 26-168)

REVIEW AND APPROVAL OF RESOLUTION NO. 26-24, A "RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TULELAKE, CALIFORNIA, DECLARING THE PROPERTY LOCATED AT 489 FIFTH STREET, APN# 050-081-040-000, TO BE SURPLUS PROPERTY"
City Administrative Clerk Anna informed the Council that approval was needed to proceed with the surplus sale. Mayor Pro Tem Velador asked why the other properties were not included in the surplus sale. Chief Resilience Officer Jenny explained that those properties would need to be surveyed before they could be sold. Council Member Cordonier made a motion to approve of Resolution No. 26-24, a "Resolution of the City Council of the City of Tulelake, California, declaring the property located at 489 Fifth Street, APN# 050-081-040-000, to be surplus property. Council Member Williams seconded the motion. All votes were aye. Motion carried. (Motion 26-169)

REVIEW AND APPROVAL OF MOU BETWEEN THE CITY OF TULELAKE AND THE CITY OF DORRIS FOR WATER AND WASTEWATER CERTIFICATIONS AND STATE REPORTING
Chief Resilience Officer Jenny explained that the Memorandum of Understanding (MOU) pertains to water and wastewater services. Director of Public Works Jose stated that he would be taking his water certification test. Jenny also noted that the City Attorney had already reviewed the MOU. Mayor Cordonier made a motion to approve the MOU between the City of Tulelake and the City of Dorris for water and wastewater certification and state reporting. Council Member Taylor seconded the motion. All votes were aye. Motion carried. (Motion 26-170)

REVIEW AND APPROVAL OF RESOLUTION NO. 26-25 OF THE TULELAKE CITY COUNCIL OF THE CITY OF TULELAKE APPROVING THE APPLICATION FOR THE STATEWIDE PARK DEVELOPMENT AND COMMUNITY REVITALIZATION PROGRAM ROUND 5 GRANTS FUND
Chief Resilience Officer Jenny informed the Council that the State Parks Grant provides substantial funding for park improvements and expresses interest in applying for the grant for Otis Roper Park. She noted that it is the same type of grant previously used for Veterans Park. Council Member Taylor asked whether she believed the City had a high likelihood of receiving the grant. Jenny responded that she believed the probability of receiving the grant was high. Council Member Cordonier made a motion to approve Resolution No. 26-25 of the Tulelake City Council of the City of Tulelake approving the application for the Statewide Park Development and Community Revitalization Program round 5 grants funds. Council Member Williams seconded the motion. All votes were aye. Motion carried. (Motion 26-171)

REVIEW AND APPROVAL OF CITY OF TULELAKE ADMINISTRATIVE POLICIES AND PROCEDURES AMERICANS WITH DISABILITIES ACT POLICY AND POSSIBLE APPOINTMENT OF ADA COORDINATOR
Chief Resilience Officer Jenny informed the Council that the City had received a public records request from a large law firm in Los Angeles regarding compliance with the Americans with Disabilities Act (ADA). She explained that the City would first need to establish an ADA policy and appoint an ADA coordinator. Council Member Taylor made a motion to approve the City of Tulelake Administrative Policies and Procedures Americans with Disabilities Act Policy and the potential appointment of an ADA coordinator, with City Hall Administrator Aissa appointed to the position. Council Member Cordonier seconded the motion. All votes were aye. Motion carried. (Motion 26-172).

EMERGENCY AND GRANT UPDATES

Chief Resilience Officer Jenny stated that demolition of the bowling alley was scheduled to begin on November 2. She explained that a purchase and sale agreement would need to be submitted before the Negotiating Committee could present it to Ramon Alonso. Discussion only.

Chief of Police: Tom Hoy asked what we are going to sale. Tony is not working he will only be helping when needed. He is solo.
City Hall Administrator: Absent.
Director of Public Works: No comments.

ADJOURNMENT

Mayor Cordonier made a motion to adjourn the meeting at 6:26PM. Mayor Pro Tem Velador seconded the motion. All votes were aye. Motion carried. (Motion 26-173)

_____
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 11-03-2026 - **API26042** for Weeks 10-20-2026 thru 11-03-2026

Name	Document Number	Document Amount	Document Description	Fund Code
ADKINS ENGINEERING AND SURVEYING, INC.	62865	3,086.25	SCDRG Well Rehab	02
ADKINS ENGINEERING AND SURVEYING, INC.	62889	4,025.00	RSTP & CRRSAA TO#12	13
ADKINS ENGINEERING AND SURVEYING, INC.	62890	6,899.00	2022 STIP #14	13
AMERICAN PLEASURE PRODUCTS, INC	46162	140.00	Burn Pit- Toilet August 2026	04
AMERICAN PLEASURE PRODUCTS, INC	46537	140.00	Burn Pit- Toilet September 2026	01
CALIFORNIA RURAL WATER ASSOCIATION	6706	695.00	Membership Renewal	02
ED STAUB & SONS PETROLEUM, INC	541281	809.30	PD- Fuel	05
ED STAUB & SONS PETROLEUM, INC	541293	745.85	PW, Garbage & Parks- Fuel	01
Iternal Networks	17324	607.50	Monthly Computer Maintenance	05
LANGAN ENGINEERING AND ENVIRONMENTAL SERVICES, INC.	1810 #90115924	4,950.00	Professional Services from 8/22-09/25/2026	01
METAL MASTERS, INC	87452	188.70	Maintenance & replaced capacitor and filters	01
OFFICE DEPOT	INV65453	82.69	Maintenance on Kyocera	01
PACIFIC POWER	41972561-001 9 11/26	1,999.41	Sewer Ponds	03
PACIFIC POWER	41972561-002 8 11/26	2,206.71	Street Lights	11
PACIFIC POWER	41972561-004 4 11/26	166.31	Lift Station	03
PACIFIC POWER	41972561-006 9 11/26	1,732.81	Booster Pump	02
PACIFIC POWER	41972561-007 7 11/26	142.84	Library	01
PACIFIC POWER	41972561-009 3 11/26	510.89	Police Department	05
PACIFIC POWER	41972561-013 5 11/26	17.47	Lift Station	03
PACIFIC POWER	41998321-001 6 11/26	2,193.78	Well #3	02
PACIFIC POWER	41998321-004 0 11/26	319.25	Main & E Street	01
PACIFIC POWER	41998321-009 9 11/26	73.15	Public Works Shop	02
QUALITY ELECTRIC	1026-033	959.00	Materials & Labor Lift Station	03
RICHARD TINSMAN	2026-03	1,520.00	PLHA Grant & Planning Services; April- June 2026	01
RICHARD TINSMAN	2026-04	1,140.00	PLHA Grant, Building Department & Planning Services 07-09/26	01
SISKIYOU COUNTY TAX COLLECTOR	001-210-120 2026	2,481.38	Property Taxes 2026-2027	03
SISKIYOU COUNTY TAX COLLECTOR	050-051-010 2026	63.00	Property Taxes 2026-2027	04
SISKIYOU COUNTY TAX COLLECTOR	050-061-070 26/27	63.00	Property Taxes 2026/2027	04
SISKIYOU COUNTY TAX COLLECTOR	050-071-030 2026	63.00	Property Taxes 2026-2027	04
SISKIYOU COUNTY TAX COLLECTOR	050-071-120 26/27	63.00	Property Taxes 2026/2027	04
SISKIYOU COUNTY TAX COLLECTOR	050-072-010 2026	63.00	Property Taxes 2026-2027	04

SISKIYOU COUNTY TAX COLLECTOR	050-081-404 2026	63.00	Property Taxes 2026-2027	04
SISKIYOU COUNTY TAX COLLECTOR	050-101-180 26/27	126.00	Property Taxes 2026/2027	04
SISKIYOU COUNTY TAX COLLECTOR	050-201-020 2026	189.00	Property Taxes 2026-2027	04
VERIZON WIRELESS	6155796281	274.79	PD-Cell Phone	05
Total		**38,800.08**		
PAY PERIOD:	**Pay Dates: 10/23/2026 10/04/2026-10/17/2026**		**Fund Account Codes:**	
Police Department: (4 Employees)	*$4,046.40*		01- General Fund	
Chief Reslilience Officer (1 Employee)	*$2,312.57*		02- Enterprise Fund - Water	
Public Works: (6 Employees)	*$7,801.34*		03- Enterprise Fund - Sewer	
City Hall: (4 Employees, including Library & Custodial)	*$4,357.09*		04- Enterprise Fund - Garbage	
Council & Elected Officials: (7 persons)	*$2,154.90*		05- Police Personnel (COPS Grant)	
			11- Gas Tax Fund (Streets)	
Total Amount of Payroll DD's		**$20,672.30**	13- Local Transportation (TDA)	
Total Amount Submitted for Approval - November 03, 2026:		**$59,472.38**		

MPE
MID PACIFIC ENGINEERING, INC.

REDDING
530-246-9499
WEST SACRAMENTO
916-927-7000
LODI
209-625-4400

GEOTECHNICAL ENGINEERING | GEOPHYSICS | ENVIRONMENTAL | EARTHWORK TESTING | MATERIALS ENGINEERING AND TESTING | SPECIAL INSPECTIONS

October 16, 2026

City of Tulelake
Ms. Jenny Coelho
PO Box 847
Tulelake, California 96134
c/o Mr. Mark R. Van Denend – Principal Architect
Trilogy Architecture
2055 Pine Street
Redding, California 96001
Phone: (530) 247-3180
Email: mv@trilogyarch.com; Jenny.coelho@cityoftulelake.com

Geotechnical Engineering Services Proposal
TULELAKE CULTURAL VISITOR CENTER CMU WALL AND ELEVATOR PIT
305 Main Street
Tulelake, California
MPE Proposal No. 26-0873

As requested, Mid Pacific Engineering, Inc. has prepared this proposal for a geotechnical engineering study supporting the design of the proposed CMU wall and elevator pit at the Tulelake Cultural Visitor Center. Our scope of services will include the following tasks to develop design recommendations for these improvements:

1. Excavate one exploration trench to determine the depth and dimensions of the existing building footing. We estimate that this task will require two Staff Engineers for one 10-hour day, including approximately six hours of round-trip travel from our Redding office.
2. Advance one (1) hand-auger boring to a depth of approximately 5 feet below the existing ground surface.
3. Obtain one (1) bulk soil sample for laboratory testing.
4. Perform laboratory tests including:
    a. One (1) gradation test.
    b. One (1) compaction curve test per ASTM D1557.
    c. One (1) remolded direct shear test consisting of three points to evaluate shear strength.

5. Prepare a letter presenting our findings and recommendations, including:
    a. Findings regarding the depth and dimensions of the existing adjacent-building footing.
    b. Recommendations for CMU wall design.
    c. Recommendations for elevator pit design.

We estimate that we can perform the work described above for a lump sum fee of $9,000.

AUTHORIZATION

If this proposal is acceptable, please indicate your approval by signing the authorization block below and returning a copy of this letter as our formal authorization to proceed.

We appreciate the opportunity to submit this proposal and look forward to working with you. If you have any questions, please do not hesitate to contact us.

Mid Pacific Engineering, Inc.



Fred Yi, Ph.D., P.E., G.E., F.ASCE
Chief Engineer

I, the undersigned, agree to the terms and conditions as stated in the above proposal and the attached *General Conditions for Geotechnical Services.*

_____	_____
Signature	Title
_____	_____
Name	Date

INVOICE

R.B. Aldrich Construction
PO Box 927
Fort Jones, CA 96032-0927

aldrichs@sisqtel.net
+1 (530) 598-0884

Bill to
City of Tulelake
591 Main St
Tulelake, CA 96132

Invoice details
Invoice no.: 1021
Invoice date: 08/14/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.		**Services**	Prevailing Wage increase	1	$8,715.00	$8,715.00
2.		**Services**	Remove Pile of Dirt	1	$7,000.00	$7,000.00
3.		**Services**	Retenions for the Project	1	$64,505.00	$64,505.00

Total **$80,220.00**

Ways to pay

BANK

Note to customer

Change Order for the New Shop in Tulelake, CA

View and pay

Short-Term Rental Fire Safety Self-Certification Form

Self-Certification of Compliance with Fire Code & Safety Requirements

This form is provided to owners and operators of short-term rentals within the City of Tulelake to self-certify compliance with Fire Code and fire safety requirements. The items in this form are required pursuant to Tulelake Municipal Code Chapter 17.88 (Short-Term Rentals) and are necessary to receive a short-term rental transient occupancy registration certificate from the City of Tulelake.

Initial each of the following items and sign at the end of the document to acknowledge compliance.

1. Posted street address visible from street

New and existing buildings shall have approved address number, building number or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. Whenever the address on the short-term rental unit will not be clearly visible from the street or access road fronting the property, the address shall also be placed at the public street or access road in a manner which is clearly visible from both directions of travel on the frontage road or street. Address identification characters shall contrast with their background and conform to the minimum size requirements of the California Fire Code, Section 505.1 of the 2025 edition of which requires numbers four inches tall with a minimum stroke thickness of one-half inch.

_____(initial)

2. Provide fire extinguishers

Each short-term rental shall be equipped with one five-pound fire extinguisher, type 3-A:40-B:C, mounted (non-obstructed) at a readily available location near the kitchen. If the short-term rental has more than one level, an extinguisher must be mounted within each level, no higher than five (5) feet off ground (CFC 906.9) Fire extinguishers shall be inspected annually by a certified professional to ensure the extinguishers are in good working order.

_____(initial)

3. Provide ash can if needed

Each short-term rental with a wood-burning fireplace or woodstove shall be equipped with a metal container at least five (5) gallons in size with a tight-fitting lid, which shall be clearly labeled for ash disposal.

_____(initial)

4. Smoke Alarms

Provide one smoke alarm in each bedroom and on every level of the short-term rental, including basements, common hallways and habitable attics.

_____(initial)

5. Carbon Monoxide Detectors

Carbon monoxide alarms, in good working order, shall be installed. Current recommendations include installing carbon monoxide alarms outside each sleeping area and on each floor and inside bedrooms or attached bathrooms with a fuel burning appliance in accordance with current California Building Code requirements and with the manufacturer's installation instructions.

_____(initial)

6. Local Contact person

A local contact person shall be available by telephone on a 24-hour basis and shall be physically present at the short term rental within 45 minutes of contact by city employees or agents or guest(s). Upon receiving a call or complaint about physical conditions that constitute a threat to public health and safety, the local contact person shall immediately contact law enforcement.

_____(initial)

7. Parking Requirement

When located in a zoning district where off street parking is required (residential zones) one (1) off street parking space shall be provided for short-term rentals with two or fewer bedrooms, two (2) off street parking spaces shall be provided for rentals with three (3) or more bedrooms.

_____(initial)

8. Minimum bedroom requirements

"Bedroom" means an enclosed habitable room planned and intended for sleeping, separated from other rooms by a door, and accessible without crossing another bedroom, closet space, or bathroom. A bedroom will have a built-in closet, emergency escape and rescue opening(s), and a minimum floor area of seventy (70) square feet, exclusive of a closet. Additionally, the construction of the room shall have been authorized by a building permit, and the room shall comply with all codes in effect at the time of construction or conversion into a bedroom.

_____(initial)

9. Emergency communications

If located in an area with inadequate cellular service, each short-term rental unit shall contain a working landline phone or Voice Over Internet Protocol phone.

_____(initial)

10. Breaker panel

Panel shall be clearly marked and indicating all circuits and shall not be blocked of access.

_____(initial)

11. Outdoor wood burning fireplaces and charcoal grills of any type prohibited

No wood burning pits, bonfires, or campfires are permitted at short-term rentals. Charcoal grills of any type are prohibited. You must make your guests aware with interior posting of rules.

_____(initial)

12. Gas grills and barbeques and firepits

Gas grills, barbeques and gas fire pits are not permitted beneath a potentially flammable source including trees, umbrellas, decks, or other appurtenant structures. All gas grills, barbeques and gas fire pits shall be not less than ten (10) feet away from a structure and any flammable materials, such as a wood pile.

_____(initial)

13. Trash and Recycling

A minimum of one trash can shall be provided for each rental. Garbage and recycling shall not be placed outside prior to the day of pickup. When garbage/recycling is stored outside prior to day of pick up, it shall be stored immediately adjacent to the unit and kept within a rodent resistant container.

_____(initial)

14. Advertisements

Each advertisement for a short-term rental shall list the maximum occupants permitted by the transient occupancy registration certificate, the maximum number of parking spaces on the property, and the registration certificate number displayed within the advertisement (including webpages).

_____(initial)

15. Interior posting requirements

The following information shall be posted within the interior of the rental in a visible location: name of operator and telephone number of emergency contact, maximum guests allowed to stay overnight and maximum number of cars permitted to park on property, parking requirements, trash and recycling rules, evacuation information, telephone numbers for police and fire departments, building exits, exit routes and fire extinguisher locations. For short-term rentals with wood-burning fireplaces or woodstove, instruction on the safe operation of such appliances and the safe disposal of ashes shall be posted. Rules regarding outdoor woodburning fires and charcoal and wood fired barbecues.

_____(initial)

Property Address: _____

I, owner or owner's agent hereby certifies that the above conditions have been met and the entire short-term rental regulations (i.e., Chapter 17.88 of Tulelake Municipal Code) have been reviewed and will be complied with.

_____

Print Name

_____ _____

Signature Date

In this section

Heat Illness Prevention etool

▸ español

Sufficient Amounts of Drinking Water

Elements of Your Written Program and Effective Work Practices

What is in T8CCR 3395?

T8CCR 3395(c) states the following:

- Provision of water. Employees shall have access to potable drinking water meeting the requirements of Sections 1524, 3363, and 3457, as applicable, including but not limited to the requirements that it be fresh, pure, suitably cool, and provided to employees free of charge. The water shall be located as close as practicable to the areas where employees are working. Where drinking water is not plumbed or otherwise continuously supplied, it shall be provided in sufficient quantity at the beginning of the work shift to provide one quart per employee per hour for drinking for the entire shift. Employers may begin the shift with smaller quantities of water if they have effective procedures for replenishment during the shift as needed to allow employees to drink one quart or more per hour. The frequent drinking of water, as described in subsection (h)(1)(C), shall be encouraged.

T8CCR 3395 (i)(1) states the following:

- (i) Heat Illness Prevention Plan. The employer's shall establish, implement, and maintain, an effective heat illness prevention plan. The plan shall be in writing in both English and the language understood by the majority of the employees and shall be made available at the worksite to employees and to representatives of the Division u request. The Heat Illness Prevention Plan may be included as p the employer's Illness and Injury Prevention Program required section 3203, and shall, at a minimum, contain:
  - (1) Procedures for the provision of water and access to shade.

How can we help you today?

Guidance, Best Practices and Warnings



Provision of Drinking Water

Employers must provide drinking water at no cost to all employees. Water must be fresh, pure and suitably cool, and must be available at locations as close as possible to the areas where employees are working. To ensure that water is fresh, pure, and suitably cool, Cal/OSHA advises employers or supervisors to taste the water or pour some on their skin.

Fresh and Pure

Water must be fit to drink, or potable, and free from odors that would discourage workers from drinking the water. If an employer supplies individual water containers, the containers must be clean and a source of potable water (e.g., a municipal water source) must be readily available. Water from non-approved or non-tested water sources (e.g., untested wells) is not acceptable. If hoses or connections are used, they must be governmentally approved for potable drinking water systems, as shown on the manufacturer's label.

Suitably Cool

During hot weather, the water must be cooler than the ambient temperature but not so cool as to cause discomfort.

Where to Place Water for Employees to Drink?

Water must be placed as close as practicable to where employees are working. Placing water only in designated shade areas or where toilet

facilities are located may not be sufficient.

Best Practices

Consider all available possibilities while deciding where to place water. For example, although it may be impossible or prohibited by law to place water stations within rows of crops where employees are working, it may be possible to place the water stations at the end of rows.

Water containers are smaller than shade structures. You can place them closer to employees than shade.

Where employees are working across large areas, place water in multiple locations. For example, on a multi-story construction site, place water in a safely accessible location on every floor where employees are working.

How Much Water Should Individuals Drink?

The recommendation is that during warm or hot weather employees drink four 8-ounce glasses of water, or a total of one quart per hour, throughout the entire work shift. Easy access to sufficient potable drinking water throughout the work shift encourages employees to drink.

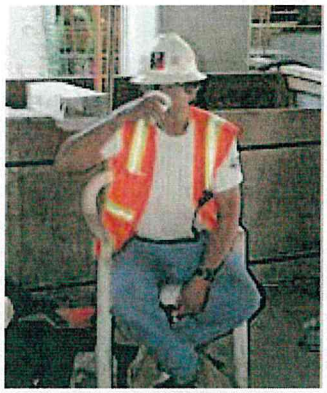
Best Practices

Frequent drinking of small quantities of water is key to preventing heat illness:

- Encourage employees to avoid drinking alcohol altogether
- Encourage employees to choose water over other drinks (e.g. sodas and drinks containing caffeine and sugar) because these other drinks may increase dehydration. Also, if employees choose these other drinks they may drink less water.

Warning

During a heat wave Additional Water Consumption by employees will be necessary. Employers must make provisions for replenishing water supplies more frequently and providing a reliable supply.



Warning

If employees experience any of the common symptoms of dehydration it is important for them to:

- Notify their fellow employees and supervisor
- Stop working and rest in the shade (or be provided with other cooling measures)
- Drink small amounts of water frequently

If the symptoms of dehydration do not go away supervisors need to seek medical attention immediately. Employees can only return to work with authorization from medical personnel and supervisors.

Warning

Cal/OSHA investigations (Study 2) showed that in 2006 drinking water was present in 88% of the workplaces but 95% of the illness victims showed medical evidence of dehydration.

Cal/OSHA investigations showed that in 2005 although dri water was available for victims of heat illness, 72% of them medical evidence of dehydration. This means that although water was available, the victims did not drink it or did not drink a sufficient amount.

Best Practices

How to Provide a Sufficient Water Supply and Encourage Consumption

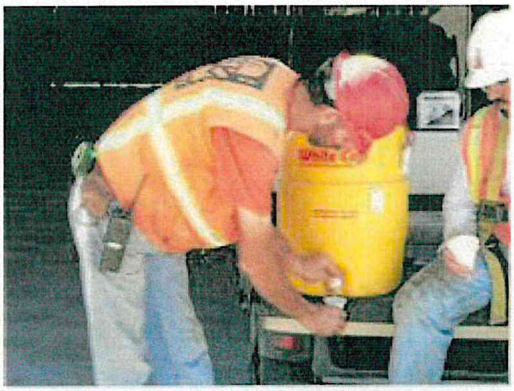


- It is vital that supplies of potable water be reliable. This means that effective procedures for replenishment of water supplies are in place so:
  - Employees can count on a sufficient supply of water throughout the entire work shift and they do not feel pressured to drink less water to conserve the supply
  - Water containers are never empty
  - Water containers are filled before employees need to report that the water should be replenished
- Train supervisors and employees on the importance of consuming sufficient amounts of water to help prevent heat illness
- Remind supervisors and coworkers to:
  - continue drinking sufficient amounts of water before and after work to reduce the risk of heat illness for the following work day
- Address potential obstacles that may prevent or discourage drinking sufficient water by taking the following actions:
  - Place water near employees' work, gathering, and break areas to help ensure that it is easy for them to reach the water supply. This will also help minimize disruptions o workflow and production





- Provide clean, portable water containers (see T8 CCR Sections 1524, 3363, 3457) and keep buttons, levers, or spouts where the water comes out clean throughout the shift.



- Provide single use drinking cups (see T8 CCR Sections 1524, 3457)



- Inform all employees they will not be penalized for frequently drinking sufficient amounts of water.
- Provide easily accessible sanitation facilities (see T8 CCR Sections 1526, 1527, 3457, 3364, 3366).
- Inform all employees, including those working under "piece rate" pay, that it is to their benefit to drink enough water. They will be healthier and able to maintain their work pace throughout the entire shift.

- Arrange for vehicles or equipment to continually move the water to areas near where employees are working so they have quick, easy access (e.g., at the end of rows of crops or fruit trees, near construction site activities, near road work). Use:
  - Pick-up trucks




  - A dedicated tractor, forklift or other piece of equipment

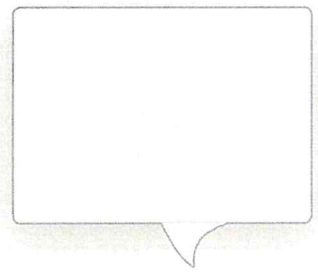





  - Trailers
  - Gondolas
  - Harvest machines
- Have a designated person(s) whose duties include distributing and replenishing water. If it is necessary to distribute and replenish water over a large area, more than one person should be designated to perform this function. This person or persons should also encourage employees to drink small quantities of water frequently.

Updated: June 2011





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Subchapter 4. Construction Safety Orders
Article 3. General

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New query

§1524. Water Supply.

(a) Potable Water.

(1) An adequate supply of potable water shall be provided in all places of employment.

Note: Additional requirements for the provision of drinking water in outdoor places of employment are contained in Section 3395.

(2) The employer shall take one or more of the following steps to ensure every employee has access to drinking water:

(A) Provide drinking fountains.

(B) Supply single-service cups. Where single-service cups are supplied, a sanitary container for the unused cups and a receptacle for disposing of the used cups shall be provided.

(C) Supply sealed one-time use water containers. Where sealed one-time use water containers are supplied, a receptacle for disposing of the used containers shall be provided.

(D) Ensure re-usable, closable containers are available for individual employee use. Where re-usable containers for individual use are relied upon for compliance with this section, the employer shall ensure the containers are marked to identify the user and maintained in a sanitary condition.

(3) Portable containers used to dispense drinking water to more than one person shall be equipped with a faucet or drinking fountain. Drinking water containers shall be capable of being tightly closed and shall be otherwise designed, constructed and serviced so that sanitary conditions are maintained. Water shall not be dipped from containers.

(4) Any container used to store or dispense drinking water shall be clearly marked as to the nature of its contents and shall not be used for any other purpose.

(5) Re-usable containers for individual use and drinking cups shall not be shared or used in common.

Exception: Re-usable containers for individual use and drinking cups which are safely and effectively cleaned and sanitized between use by different users.

(b) Nonpotable Water.

(1) Nonpotable water shall not be used for the purposes of drinking, washing, or food preparation.

(2) Outlets for nonpotable water, such as water for industrial or firefighting purposes, shall be posted in a manner understandable to all employees to indicate that the water is unsafe and is not to be used for drinking, washing or cooking purposes.

(3) Nonpotable water systems or systems carrying any other nonpotable substance shall be maintained so as to prevent backflow or backsiphonage into a potable water system.

Note: Authority cited: Section 142.3, Labor Code. Reference: Section 142.3, Labor Code.

HISTORY

1. New section filed 7-12-74; effective thirtieth day thereafter (Register 74, No. 28).

2. Repealer and new section filed 1-7-75; effective thirtieth day thereafter (Register 75, No. 2).

3. Amendment filed 9-27-85; effective thirtieth day thereafter (Register 85, No. 40).

4. Amendment filed 7-30-2008; operative 8-29-2008 (Register 2008, No. 31).

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Subchapter 7. General Industry Safety Orders
Group 2. Safe Practices and Personal Protection
Article 9. Sanitation

Return to index
New query

§3363. Water Supply.

(a) Potable water in adequate supply shall be provided in all places of employment for drinking and washing and, where required by the employer of these orders, for bathing, cooking, washing of food, washing of cooking and eating utensils, washing of food preparation or processing premises, and personal service rooms. (Title 24, Part 5, Section 5-1001; Exception No. 2: (b))

(b) All sources of drinking water shall be maintained in a clean and sanitary condition. Drinking fountains a portable drinking water dispensers shall not be located in toilet rooms. (Title 24, Part 5, Section 5-1001; Exception No. 2: (c))

(c) Portable drinking water dispensers shall be equipped with a faucet or drinking fountain, shall be capable of being tightly closed and shall be otherwise designed, constructed and serviced so that sanitary conditions are maintained. Such dispensers shall be clearly marked as to their contents.

(d) The dipping or pouring of drinking water from containers, such as from barrels, pails or tanks, is prohibited regardless of whether or not the containers are fitted with covers.

(e) The common use of a cup, glass or other vessel for drinking purposes is prohibited.

(f) Nonpotable water shall not be used for drinking, washing, or bathing, washing of clothing, cooking, washing of food, washing of cooking or eating utensils, washing of food preparation or processing premises or other personal service rooms. (Title 24, Part 5, Section 5-1012 (a))

(g) Outlets for nonpotable water, such as water for industrial or fire-fighting purposes, shall be posted in a manner understandable to all employees to indicate that the water is unsafe and shall not be used for drinking, washing, cooking or other personal service purposes. (Title 24, Part 5, Section 5-1012 (c))

(h) Nonpotable water systems or systems carrying any other nonpotable substance shall be installed so as to prevent backflow or back-siphonage into a potable water system. (Title 24, Part 5, Section 5-1012 (b))

NOTE: Authority cited: Section 142.3, Labor Code. Reference: Section 142.3, Labor Code.

HISTORY

1. Amendment filed 7-16-76; effective thirtieth day thereafter (Register 76, No. 29).

2. Repealer of subsections (c), (e), (h) and consecutive relettering of subsections (d)-(k); effective thirtieth day thereafter (Register 81, No. 4).

3. Amendment filed 1-17-86; effective thirtieth day thereafter (Register 86, No. 3).

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