

**MINUTES OF THE REGULAR MEETING OF THE  
CARPINTERIA SANITARY DISTRICT GOVERNING BOARD  
September 15, 2020**

These are the **minutes** of the **regular** meeting of the Governing Board of the Carpinteria Sanitary District in the City of Carpinteria, County of Santa Barbara, and State of California.

The Governing Board of the Carpinteria Sanitary District held a regular meeting on **September 15, 2020**, at 5:30 p.m. at its District administrative office located at 5300 Sixth Street, Carpinteria, California.

In accordance with the provisions of the Governor's Executive Order Nos. N-29-20 and N-33-20 and orders from the Santa Barbara County Health Officer, Board members participated in the meeting remotely using an electronic online meeting platform (Zoom). The agenda notice for this meeting, including instructions for the public to provide comments and/or participate in the electronic meeting, was posted in the front window of the administrative office of the Carpinteria Sanitary District and on the District's website at least 72 hours in advance of the meeting. District staff were present at the District administrative office for this meeting, in the event public members wished to participate or provide comments in person.

**I. CALL TO ORDER**

President Damron called the meeting to order at 5:30 p.m. and noted that President Pro-Tem Murphy would be absent from tonight's meeting, Legal Counsel was absent but expected, and that all others were present via ZOOM at tonight's meeting.

Directors Present: Michael Damron – President (by Zoom video-conference)  
Gerald Velasco – Treasurer (by Zoom video-conference)  
Lin Graf – Secretary (by Zoom video-conference)  
Mike Modugno – Secretary Pro-Tem (by Zoom video-conference)

Staff Present: Craig Murray – General Manager (by Zoom video-conference)  
Kim Garcia – Board Clerk (by Zoom video-conference)

Legal Counsel Present: Tony Trembley – Law Office of Anthony H. Trembley (by Zoom video-conference)

Public Present: Ken Radtkey – Blackbird Architects  
Ray Twyford – Blackbird Architects

**II. PLEDGE OF ALLEGIANCE**

President Damron led the Pledge of Allegiance.

**III. BOARD APPROVAL OF AGENDA**

President Damron asked if there were any modifications and/or changes to the agenda. Hearing none, the agenda was approved as submitted.

**IV. BOARD APPROVAL OF MINUTES OF THE MEETING OF August 18, 2020**

Director Graf made a motion, seconded by Director Velasco that the Board approve the minutes of the August 18, 2020 regular Board meetings as presented. The motion carried by the following roll call vote:

AYES:	4	Damron, Graf, Modugno, Velasco
NOES:	0	None

ABSENT: 1      Murphy  
ABSTAIN: 0      None

**V. PUBLIC FORUM**  
None

President Damron noted for the record that Legal Counsel had joined the meeting via Zoom.

**VI. MATTERS BEFORE THE BOARD**

**A. GENERAL REPORTS:**

**1. General Manager’s Status Report**

General Manager reviewed his written report regarding the following items:

- COVID 19 Response Plan Update
- Temporary Administration Office Update
- Summerland Sanitary District Mutual Aid Support
- Operations Update

**2. Amendment No. 2 to Cash Contract No. 430 – Blackbird Architects – Administration Building Replacement Project**

General Manager reviewed his staff report related Amendment No. 2 to Cash Contract No. 430 with Blackbird Architects for the Administration Building Replacement Project. Director Modugno expressed concerns regarding the magnitude of fee increase and the basis for the request.

After Board discussion, Mr. Radtkey, with Blackbird Architects, made a presentation to address the Board’s concerns related to the increased services and related expenses.

Director Velasco made a motion, seconded by Director Graf that the Board approve Amendment No. 2 to Cash Contract No. 430 between the Carpinteria Sanitary District and Blackbird Architects as presented. The motion carried by the following roll call vote:

AYES: 4      Damron, Graf, Modugno, Velasco  
NOES: 0      None  
ABSENT: 1      Murphy  
ABSTAIN: 0      None

**3. Contract Document Acceptance and Authorization to Solicit Bids – Administration Building Replacement Project**

General Manager reviewed his staff report related to Contact Document Acceptance and Authorization to Solicit Bids for the Administration Building Replacement Project.

If approved, a public bidding advertisement and bid process will be undertaken. Full copies of the contract documents- plans and specifications are available for review by request via electronic download or hardcopy, by appointment.

After Board discussion, Director Velasco made a motion, seconded by Director Graf that the Board  
1) accept the 100% complete Contract Documents for the Administration Building Replacement

Project and authorize the General Manager to approve minor changes to the documents as necessary during the bidding phase; and 2) authorize advertisement and solicitation of bids for project construction. The motion carried by the following roll call vote:

AYES:	4	Damron, Graf, Modugno, Velasco
NOES:	0	None
ABSENT:	1	Murphy
ABSTAIN:	0	None

**4. Carpinteria Advanced Purification Project**

General Manager provided a brief update related to the Carpinteria Advanced Purification Project.

No Board action was taken on this item.

**VII. BOARD ITEMS**

**A. COMMITTEE REPORTS**

Standing Finance Committee  
None.

Standing Personnel Committee  
None.

Standing Public Relations Committee  
None.

Standing Utilities Committee  
None.

Ad-Hoc Facilities Planning Committee  
None

**B. GENERAL ITEMS**

SBCSDA (Santa Barbara California Special Districts Association) Report  
None.

CSRMA Report  
None.

Board Member Vacation Dates  
None.

Future Agenda Items  
None.

**VIII. ADJOURNMENT**

There being no further items to discuss, President Damron adjourned the meeting at 6:23 p.m.

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Michael Damron  
President

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Debbie Murphy  
President Pro-Tem

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Lin Graf  
Secretary

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Mike Modugno  
Secretary Pro-Tem

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Gerald Velasco  
Treasurer