

**AGENDA**  
**FOR THE REGULAR MEETING OF THE  
CARPINTERIA SANITARY DISTRICT GOVERNING BOARD  
TO BE HELD October 5, 2021**

**The regular meeting of the Governing Board will be held commencing at 5:30 p.m.  
The location of the meeting is 1110 Eugenia Place, Carpinteria, California.**

To minimize the potential spread of the COVID-19 virus, and in accordance with the Santa Barbara County Public Health Order No. 2021-10.3, the District will require all visitors to wear a facemask while indoors, regardless of vaccination status. The public is encouraged to participate in one of the following ways:

1. If fully vaccinated, members of the public may attend the in-person meeting at the District Administration office at 1110 Eugenia Place.
2. Submit a Written Comment. If you wish to submit a written comment, please email your comment to the Board Clerk at [kimg@carpsan.com](mailto:kimg@carpsan.com) by **3:00 P.M. on the day of the meeting**. Every effort will be made to read your comment into the record, but some comments may not be read due to time limitations.

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**I. CALL TO ORDER**

**II. PLEDGE OF ALLEGIANCE**

**III. BOARD APPROVAL OF AGENDA** AS [SUBMITTED] [MODIFIED]  
Board President asks the Board, public, staff, and legal counsel if there are any additions and/or modifications to the Agenda.

**IV. APPROVAL OF MINUTES** AS [SUBMITTED] [MODIFIED]  
September 7, 2021

**V. PUBLIC FORUM**

The public may address the Governing Board on items of interest to the public which are not already on this evening's agenda and are within the subject matter jurisdiction of the Board. The time allotted for this discussion shall be pursuant to Board Bylaws.

## VI. MATTERS BEFORE THE BOARD

### A. GENERAL REPORTS:

#### 1. General Manager's Status Report

(Pages 1-2)

Description: General Manager to review his written report regarding the following issues:

- Quarterly Incident Report
- Floodwall Embankment Repair Project Update
- ELAP Laboratory Accreditation Evaluation
- CAFR Preparation
- Operations Update

#### 2. Resolution No. R-351 – Ratifying Certain Actions by the General Manager and Authorizing Hybrid Public Meetings via Teleconferencing

(Pages 3-22)

Description: The Board to review and consider adopting Resolution No. R-351 ratifying certain actions by the General Manager and authorizing hybrid public meetings.

Staff Recommendation: Staff recommends that the Board adopt Resolution No. R-351 ratifying certain actions by the General Manager and authorizing hybrid public meetings via teleconferencing as presented.

#### 3. Cash Contract No. 484 – Change Order No. 6 Administration Building Replacement Project

(Pages 32-42)

Description: The Board to review and consider approving Change Order No. 6 to Cash Contract 484 with Newton Construction & Management, Inc.

Staff Recommendation: Staff recommends that the Board approve Change Order No. 6 to Cash Contract No. 484 with Newton as presented.

#### 4. Carpinteria Advanced Purification Project (CAPP) Update

Description: The Board will receive an update status report on the Carpinteria Advanced Purification Project being pursued in conjunction with the Carpinteria Valley Water District. Information on current activities and future tasks or milestones will be presented.

Staff Recommendation: None. Information Only.

## **VII. BOARD ITEMS**

### **A. COMMITTEE REPORTS**

Description: Verbal reports by the committee chairperson(s) of the following committees:

- Standing Finance Committee
- Standing Personnel Committee
- Standing Public Relations Committee
- Standing Utilities Committee

### **B. GENERAL ITEMS**

1. SBCSDA (Santa Barbara – California Special Districts Association) Report
2. Board Member Vacation Dates
3. Future Agenda Items

## **VIII. ADJOURNMENT**

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### **FURTHER INFORMATION AVAILABLE**

A staff report providing more detailed information is available for most agenda items and may be reviewed in the District office during regular hours (Monday - Friday from 8:00 a.m. to 12:00 p.m. and/or 1:00 p.m. to 5:00 p.m.). Copies of individual reports may be requested at this office. Call (805) 684-7214 extension 110 for more information.

In compliance with the Ralph M. Brown Act and the Americans with Disabilities Act, if you need a disability-related modification, accommodation, or other special assistance to participate in this meeting, please contact the District's Board Secretary at (805) 684-7214, extension 111, at least 48 hours prior to the start of the meeting.

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Next Ordinance Available.....#17  
Next Resolution Available.....R-352  
Posting Date.....10/1/21

**MINUTES OF THE REGULAR MEETING OF THE  
CARPINTERIA SANITARY DISTRICT GOVERNING BOARD  
September 7, 2021**

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 7, 2021**, at 5:30 p.m. at its District administrative office located at 1110 Eugenia Place, Carpinteria, California.

The agenda notice for this meeting, including instructions for the public to provide comments, 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.

**I. CALL TO ORDER**

President Murphy called the meeting to order at 5:30 p.m. and noted that all Directors were present at tonight's meeting.

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

Staff Present:             Craig Murray – General Manager  
                                 Kim Garcia – Board Clerk

Legal Counsel  
Present:                     Karl H Berger – Hensley Law Group

**II. PLEDGE OF ALLEGIANCE**

President Murphy led the Pledge of Allegiance.

**III. BOARD APPROVAL OF AGENDA**

President Murphy 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 17, 2021**

Director Velasco made a motion, seconded by Director Graf that the Board approve the minutes of the August 17, 2021 Regular Board meeting as presented. The motion carried by the following vote:

AYES:	5	Damron, Modugno, Velasco, Graf, Murphy
NOES:	0	None
ABSENT:	0	None
ABSTAIN:	0	None

**V. PUBLIC FORUM**

None

## **VI. MATTERS BEFORE THE BOARD**

### **A. GENERAL REPORTS:**

#### **1. General Manager's Status Report**

General Manager reviewed his written report regarding the following items:

- Via Real SSO and Sewer Backup
- Administration Building Replacement Project Update
- Montecito Recycled Water Feasibility Plan
- Santa Claus Lane Lift Station No. 6 Force Main Realignment
- Operations Update

#### **2. Resolution No. R-350 – A Resolution of Application for the Santa Claus Lane Restroom SOI and Annexation to the Carpinteria Sanitary District**

General Manager reviewed his staff report related to Resolution No. R-350. Santa Barbara County is planning improvements on Santa Claus Lane including a new public restroom. The location of the proposed restroom is not currently within the District's boundaries. If adopted, Resolution No. R-350 would formally request that LAFCO consider and approve an SOI amendment and annexation application.

Director Modugno made a motion, seconded by Director Velasco that the Board adopt Resolution No. R-350 requesting that Santa Barbara LAFCO approve the Santa Claus Lane Restroom SOI and Annexation to the Carpinteria Sanitary District. The motion carried by the following roll call vote:

AYES:	5	Murphy, Damron, Graf, Velasco, Modugno
NOES:	0	None
ABSENT:	0	None
ABSTAIN:	0	None

#### **3. Floodwall Embankment Repair Project Update**

General Manager reviewed his staff report related to an update on the Floodwall Embankment Repair Project. James C. Cushman, Inc. began construction the second week of August. Significant buried obstructions, debris and large boulders were identified and not anticipated by the design. District staff will carefully review extra work documentation and compile a change order.

No Board action was taken on this item.

#### **4. Change Order No. 5 – Cash Contract No. 484 Administration Building Replacement Project**

General Manager reviewed his staff report related to Change Order No. 5 to Cash Contract No. 484. If approved, Change Order No. 5 would result in a net cost increase totaling \$10,638 increasing the contract price to \$3,849,922.

After Board discussion, direction was provided to staff to issue a letter to the architect addressing certain change order requests.

Director Damron made a motion, seconded by Director Graf that the Board approve Change Order No. 5 to Cash Contract No. 484 with Newton as presented. The motion carried by the following vote:

AYES:	5	Murphy, Damron, Graf, Velasco, Modugno
NOES:	0	None
ABSENT:	0	None
ABSTAIN:	0	None

**5. Carpinteria Advanced Purification Project**

General Manager provided an 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

**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 Murphy adjourned the meeting at 6:42 p.m.

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Debbie Murphy  
President

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Lin Graf  
President Pro-Tem

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Mike Modugno  
Secretary

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Michael Damron  
Secretary Pro-Tem

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Gerald Velasco  
Treasurer



# Carpinteria Sanitary District

Board of Directors Meeting  
General Manager's Status Report

TO: Board of Directors

FROM: Craig Murray, P.E. – General Manager

**SUBJECT: General Manager's Status Report**

DATE: October 5, 2021

**Quarterly Incident Report.** Attached is the incident summary report for the third quarter of 2021.

**Floodwall Embankment Repair Project Update.** Cushman completed work at the site and demobilized on September 29<sup>th</sup>. Although removal of subsurface obstructions required significant effort, once the remnants of the old foundation and other large debris was removed the work proceeded largely according to plan. As the project neared completion, it was determined that soil beneath the upper portion of the embankment had slumped or eroded due to the original subsidence, creating voids under the concrete. This contributed to some damage to the AC paving within the plant site in areas adjacent to the floodwall that had lost support. Staff directed the contractor to core holes and inject grout into the void space to stabilize the top of the embankment and fill existing cracks as necessary to prevent water intrusion. Minor pavement repairs are being scheduled. Cushman is currently compiling a proposed change order (PCO) for the non-contract work that was necessarily performed to complete the project. The project team will review this package and prepare a change order for consideration by the Board at a future meeting. Rincon Consultants completed their biologic monitoring during the construction phase and will be preparing final reports required by permits issued for the project. Stantec completed the construction observation and construction period engineering services well within the approved contract amount. The District has requested a proposal to perform required restoration activities and ongoing maintenance. Native plant installation is required within 60 days of completion of the construction activities. Once final invoices have been paid for the construction phase, staff intends to submit a reimbursement invoice to CalOES (and FEMA).

**ELAP Laboratory Accreditation Evaluation.** Staff from the SWRCB were on site from September 29<sup>th</sup> through October 1<sup>st</sup> performing a comprehensive evaluation of the District's certified environmental laboratory. This very involved process included advance performance of proficiency testing and provision of lab documentation and standard operating procedures. The SWRCB's ELAP (Environmental Laboratory Accreditation Program) has adopted new criteria for all certified labs, implementing the 2016 TNI Standard. A big part of this annual evaluation is to assist the District in meeting these new standards, which center on QA/QC requirements, by the established deadline in the next review period.

**CAFR Preparation.** Administration staff has been coordinating with Teaman, Ramirez & Smith to finalize the annual audit and prepare the District's CAFR for FY 2020/21. The Board Finance Committee has reviewed preliminary financial statements and we are on track for Board consideration of the CAFR at the first regular meeting in November.



## **Operations Update**

System operations updates are as follows:

- The treatment plant is operating well and in full compliance with our NPDES permit.
- No problems were reported in the collection system.
- Staff has been completing a series of safety trainings under the supervision of the District's contract safety officer. All staff completed required CPR/First Aid Training.
- Operations staff are continuing to address issues at Lift Station No. 4. The repeating radio antenna was replaced which approved communication for the entire network. A failed pump cable was isolated and replaced. Finally, we continue to make progress on a transition to PLC based control.
- A new membrane cover system for the primary clarifier was ordered. This is a proactive replacement of the cost-effective covers that have been in service since 2017 and have performed very well.
- The Collections Supervisor has been coordinating extensively with Granite and CalTrans on the 101 widening project, and with Toro who is beginning an extensive road overlay project for the City.

**CARPINTERIA SANITARY DISTRICT  
QUARTERLY SUMMARY INCIDENT REPORT  
July 1 - September 30, 2021**

<b>Date</b>	<b>Location</b>	<b>Incident/Complaint</b>	<b>Determination/Resolution</b>
<b>7/5/2021</b>	Holly Ave. & 3rd Street	Back-up	Collection on-call staff were called out to a sewer backup call. There were no problems in main sewer and staff informed the complex manager that the problem was in their private plumbing.
<b>7/7/2021</b>	Avenue Del Mar	E-ONE	Collection on-call staff were called out to an E-ONE alarm. Pump was on and running but not properly. Staff returned the next day to replace pump, working ok. Liquid Drano found in tank which may have contributed.
<b>8/23/2021</b>	Bailard Ave. & Via Real	Mainline Blockage/SSO	Collection on-call staff were called out to a reported SSO. Overflow from manhole and backup into two condominium units. Staff cleared mainline blockage (roots) and implemented Emergency Sewer Overflow Response Plan measures.
<b>8/27/2021</b>	Carpinteria Ave. & Holly	Lateral Blockage	Collection on-call staff were called out to lateral backup. Vactor used to vacuum water from riser and lateral. Jetter used to clear lateral. No SSO occurred.
<b>9/1/2021</b>	Avenue Del Mar	E-ONE	Collection on-call staff were called out to an E-ONE high level alarm. Staff found pump not functioning and grease in tank. Staff switched pump and tested okay.
<b>9/4/2021</b>	Rincon Point	E-ONE	Collection on-call staff were called out to an E-ONE alarm. When staff arrived light was off and pumping slow. Pump replaced and tested ok. Grease, debris and grit also found upon arrival.









# Carpinteria Sanitary District

Board of Directors Meeting

## STAFF REPORT

TO: Board of Directors

FROM: Craig Murray, P.E. - General Manager

SUBJECT: **Resolution No. R-351: Ratifying Certain Actions by the General Manager and Authorizing Hybrid Public Meetings via Teleconferencing.**

DATE: October 5, 2021

**REQUESTED ACTION:** Consideration and possible action to Adopt Resolution No. R-351 ratifying certain actions by the General Manager and authorizing hybrid public meetings via teleconferencing.

**BACKGROUND:** Beginning in April 2020 the District Board of Directors has held regular and special meetings, including certain committee meetings, via teleconference (primarily using the Zoom platform) in response to declaration of a Statewide related to the COVID-19 Pandemic (the "COVID-19 Pandemic"). Consistent with State and local health orders, some Board and committee meetings have been conducting in a hybrid manner, with options for both in person and remote participation. Additionally, the General Manager implemented certain emergency policies and procedures ("EP&P") to protect public health and safety.

Effective September 16, 2021, Assembly Bill No. 361 (among other things) amends certain provisions of the Ralph M. Brown Act governing open meetings and imposes a requirement to consider teleconferencing of meetings every 30 days. Government Code § 54953(e) allows the District to continue utilizing teleconferencing (which includes internet-based video conferencing) to conduct public meetings under certain circumstances.

The purpose of Resolution No. R-351 is to authorize hybrid public meetings via teleconferencing, as allowed under AB 361. The attached memorandum from District legal counsel dated September 30, 2021 provides additional detail on the requirements set forth in AB 361.

The Resolution itself and the actions anticipated by the Resolution were reviewed pursuant to the California Environmental Quality Act (Public Resources Code §§ 21000, *et seq.*, "CEQA") and the regulations promulgated thereunder (14 Cal. Code of Regulations §§15000, *et seq.*, the "CEQA Guidelines"). Based upon that review, this action is exempt from further review pursuant to CEQA Guidelines § 15269(a) because the protection of public and private property is necessary to maintain service essential to the public, health and welfare.<sup>1</sup>

### RECOMMENDATION:

- 1) Adopt Resolution No. R-351 – A Resolution ratifying certain actions completed by the General Manager and authorizing hybrid public meetings via teleconferencing; or

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<sup>1</sup> CEQA findings regarding an anticipated imminent emergency are valid (see *CalBeach Advocates v. City of Solana Beach* (2002) 103 Cal.App.4th 529).

2) Alternatively, discuss and take other action related to this item.

**SUGGESTED MOTION:** I move that the Board of Directors adopt Resolution No. R-351 ratifying certain actions by the General Manager and authorizing hybrid public meetings via teleconferencing as presented (modified).

M \_\_\_\_\_ S \_\_\_\_\_

Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Abstentions \_\_\_\_\_

Prepared By:  \_\_\_\_\_  
Craig Murray, P.E. - General Manager

Attachments: Resolution R-351  
9/30/21 Memo from Karl Berger, Hensley Law Group

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## **RESOLUTION NO. R-351**

### **A RESOLUTION RATIFYING CERTAIN ACTIONS BY THE GENERAL MANAGER AND AUTHORIZING HYBRID PUBLIC MEETINGS VIA TELECONFERENCING.**

BE IT RESOLVED by the Board of Directors of the Carpinteria Sanitary District as follows:

SECTION 1: The Board of Directors finds as follows:

- A. The Governor's March 4, 2020 Proclamation of Emergency (see paragraph 8) suspended the reporting and extension requirements of Government Code § 8630 for the duration of the COVID-19 Pandemic.
- B. Notwithstanding the Governor's Proclamation of Emergency, however, the Board of Directors regularly reviewed actions taken by the General Manager intended to ensure the health and safety of District employees, directors, contractors, vendors and members of the public and to minimize the effects of the COVID-19 Pandemic on the agency. Such actions have included conduct of public meetings remotely via teleconference.
- C. Responses to the COVID-19 Pandemic continue to occur on nearly a daily basis and protective measures and policies are necessarily dynamic in nature.
- D. Effective September 16, 2021, Assembly Bill No. 361 took effect which (among other things) amends certain provisions of the Ralph M. Brown Act governing open meetings and imposes a requirement to consider teleconferencing of meetings every 30 days.
- E. Government Code § 54953(e) allows the District to continue utilizing teleconferencing (which includes internet based video conferencing) to conduct public meetings under certain circumstances.

SECTION 2: *Continuation of Emergency.* The Board of Directors reviewed the state of the community and continues to abide by the Governor's emergency proclamations related to the COVID-19 Pandemic. Actions taken by the General Manager in response to the COVID-19 Pandemic are hereby ratified and approved. Based upon the verbal and written reports of the General Manager regarding the COVID-19 Pandemic, the Board of Directors is satisfied that the emergency will continue for the foreseeable future.

SECTION 3: *Teleconferencing.*

A. Pursuant to Government Code § 54953(e), the Board of Directors finds as follows:

- 1. The state of California continues to be in a declared state of emergency pursuant to Government Code § 8625 (the California Emergency Services Act; see Government Code § 54953(e)(3); see also Governor's Proclamation dated March 4, 2020); and

2. Based upon the recommendations of the General Manager, along with the most recent Order of the Health Officer for County of Santa Barbara Department of Public Health, masks and social distancing continue to be necessary to curb the spread of the COVID-19 virus (Government Code § 54953(e)(3)(B)(ii)).
- B. Accordingly, to protect public health and safety the Board of Directors finds that it is in the public interest to conduct public meetings of its legislative bodies as follows:
1. Members of the legislative bodies who are fully vaccinated may appear in person or via teleconferencing at regular and special meetings. Members of legislative bodies who are not fully vaccinated may appear via teleconferencing;
  2. Public officials, designated by the General Manager, may attend such public meetings if presenting matters to the legislative body or if their presence is necessary to conduct the meeting; and
  3. Members of the public may access the public meeting via teleconference, as defined by Government Code § 54953, or in person if fully vaccinated.
  4. Individuals attending in person meetings must wear masks in compliance with requirements of the most recent Order of the Health Officer for County of Santa Barbara Department of Public Health.
- C. The District will adhere to all requirements of Government Code § 54953 governing teleconferencing during the emergency including, without limitation, posting agendas; allowing for real-time public comment via either call-in or internet-based; allowing for written communications that will be either read or summarized into the record during the meeting as determined by the Board of Directors; and protecting the statutory and constitutional rights of all persons appearing before the legislative body. Under emergency conditions, a physical location may not be provided for persons wishing to provide real-time public comment.

SECTION 4: Reporting. Every 30 days following adoption of this Resolution, the Board of Directors will reconsider the extension of the teleconferencing method of public meetings in accordance with Government Code § 54953(e)(3). Such determinations may take the form of a minute order and be placed on the consent calendar.

SECTION 5: Electronic Signatures. This Resolution may be executed with electronic signatures in accordance with Government Code §16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

SECTION 6: Recordation. The Chairperson, or presiding officer, is authorized to sign this Resolution signifying its adoption by the Board of Directors of the Carpinteria Sanitary District and the Secretary, or her duly appointed deputy, may attest thereto.



SECTION 7: *Effective Date.* This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

**PASSED, APPROVED, AND ADOPTED** BY THE BOARD OF DIRECTORS OF THE CARPINTERIA SANITARY DISTRICT THIS 5<sup>th</sup> DAY OF October 2021.

**AYES:**

**NAYS:**

**ABSENT:**

**ABSTENTIONS:**

Resolution No. R-351 was thereupon declared, carried, and adopted.

Dated this 5<sup>th</sup> day of October, 2021.

**We certify that the above is a true and correct copy of Resolution No. R-351, adopted by the Board of Directors of the Carpinteria Sanitary District on October 5, 2021.**

**APPROVED:**

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Debbie Murphy  
President, Board of Directors

**ATTEST:**

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Mike Modugno  
Secretary, Board of Directors

BURBANK OFFICE  
2600 W. OLIVE AVENUE  
SUITE 500  
BURBANK, CA 91505



TORRANCE OFFICE  
3655 TORRANCE BOULEVARD  
SUITE 300  
TORRANCE, CA 90503

SAN DIEGO OFFICE  
3850 LA JOLLA VILLAGE DRIVE  
LA JOLLA, CA 92037

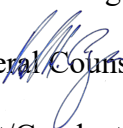
WRITER'S CONTACT:  
BURBANK OFFICE  
TCAMPEN@HENSLEYLAWGROUP.COM  
818.333.5120

[WWW.HENSLEYLAWGROUP.COM](http://WWW.HENSLEYLAWGROUP.COM)

September 30, 2021

To: Board of Directors

CC: Craig Murray, General Manager

From: Karl H. Berger, General Counsel 

Subject: AB 361 – Brown Act/Conducting Teleconferenced Public Meetings During a Declared State of Emergency

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## EXECUTIVE SUMMARY

AB 361 became effective on September 16, 2021. In sum, AB 361 amended the Brown Act to extend the circumstances under which teleconferencing open meetings are permitted. In many respects, the Bill effectively extends the teleconferencing procedures authorized by, which the District has been using regularly since the early stages of the COVID-19 pandemic. The primary difference between Executive Order N-29-20 and AB 361, is that local agencies must reconsider the circumstances of the state of emergency every 30 days and find, by a majority vote, that circumstances continue to necessitate the use of such teleconferencing procedures.

AB 361 went into effect immediately. Executive Order N-29-20 is set to expire on September 30, 2021. Therefore, until September 30, 2021, the District may rely on either the teleconferencing procedures authorized by the Executive Order (as it has been) or AB 361. Beginning on October 1, 2021, the District must comply with AB 361 if it desires to conduct entirely remote meetings.

## DISCUSSION

The Brown Act allows for the use of teleconferenced public meetings, provided the teleconferenced meetings comply with specified requirements, including the following:

- An agenda must be posted at each teleconference location;
- Each teleconference location must be identified in the notice and agenda of the meeting;

- Each teleconference location must be accessible to the public;
- At least a quorum of the members of the legislative body must participate from locations within the boundaries of the local agency's jurisdiction; and
- The agenda must provide an opportunity for members of the public to address the legislative body directly at each teleconference location.<sup>1</sup>

AB 361 amends the Brown Act to allow a local agency to use teleconferencing without complying with the above-listed requirements in any of the following circumstances:

- The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.
- The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
- The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.<sup>2</sup>

If the legislative body chooses to hold a teleconference meeting, it must do all of the following:

- Notice the meeting and post agendas as the Brown Act otherwise requires;
- Allow the public to access the meeting and require that the agenda provide an opportunity for the public to address the legislative body directly;
- Whenever the local agency provides notice of the teleconferenced meeting or posts its agenda, it must also give notice of the means by which members of the public may access the meeting and provide public comment;
- Identify and include in the agenda an opportunity for all persons to attend via a call-in or an internet-based service option; the legislative body need not provide a physical location for the public to attend or provide comments;
- Conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the public;

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<sup>1</sup> Gov't Code § 54953(b)(3).

<sup>2</sup> Gov't Code § 54953(e)(1).

- Stop the meeting until public access is restored in the event of a service disruption that (i) prevents the local agency from broadcasting the meeting to the public using the call-in or internet-based service option, or (ii) is within the local agency's control and prevents the public from submitting public comments. Any actions taken during such a service disruption can be challenged under the Brown Act's existing challenge provisions;
- Not require comments be submitted in advance (though the legislative body may provide that as an option), and provide the opportunity to comment in real time; and
- Provide adequate time for public comment, either by establishing a timed public comment period or by allowing a reasonable amount of time to comment. If the legislative body uses a third-party website or platform to host the teleconference, and the third-party service requires users to register to participate, the legislative body must provide adequate time during the comment period for users to register and may not close the registration comment period until the comment period has elapsed.<sup>3</sup>

If the state emergency that forms the basis for the use of teleconference meetings pursuant to the AB 361 exception remains active for more than 30 days, the local agency must make the following findings by majority vote every 30 days to continue using the AB 361 exemption to the Brown Act teleconferencing rules:

- The legislative body has reconsidered the circumstances of the emergency; and
- Either of the following circumstances exist:
  - i) The state of emergency continues to directly impact the ability of members to meet safely in person.
  - ii) State or local officials continue to impose or recommend social distancing measures.<sup>4</sup>

A resolution implementing AB 361 is proposed on the next Board agenda; subsequent resolutions will be placed on the agenda every 30 days thereafter.

AB 361 will remain in effect until January 1, 2024, and as of that date will automatically be repealed.

Please let me know if you have any questions.

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<sup>3</sup> Gov't Code § 54953(e)(2).

<sup>4</sup> Gov't Code § 54953(e)(3).



# Carpinteria Sanitary District

Board of Directors Meeting

## STAFF REPORT

TO: Board of Directors

FROM: Craig Murray, P.E. - General Manager

**SUBJECT: Change Order No. 6  
Administration Building Replacement Project**

DATE: October 5, 2021

**REQUESTED ACTION:** Board Consideration and Approval of Change Order No. 6 to Cash Contract No. 484 with Newton Construction & Management, Inc.

**FUNDING SOURCE:** CIP Project No. P-158

**BACKGROUND:** On December 15, 2020 the Board of Directors approved Cash Contract No.484 between the District and Newton Construction & Management, Inc. (Newton) for the Administration Building Replacement Project. The currently authorized contract price is \$3,849,922 and the approved construction completion date being April 13, 2022.

Change Order No. 6 to Cash Contract No. 484, attached hereto, covers a number of minor modifications and/or changes to the structural framing that were directed by the structural engineer to coordinate other building systems. The change order also addresses a change to the roofing system that was necessitated by a global supply chain problem related to COVID-19 that made the specified roof insulation simply unavailable. Costs for this significant change were minimized to the greatest practicable extent through extensive coordination and negotiation by the design team, the contractor, and involved subcontractors. Descriptions and justifications for these adjustments are provided on Change Order No. 6 and in supporting documentation.


Change Order No. 6, if approved, would result in a net cost increase totaling \$24,841 increasing the contract price to \$3,874,763. The contract duration would not be changed, with April 13, 2022 remaining as the contract completion date. Inclusive of this change order, the contract price adjustment to date is just over 1%.

**RECOMMENDATION:** Staff recommends that the Board approve Change Order No. 6 to Cash Contract No. 484 with Newton as presented.

**SUGGESTED MOTION:** I move that the Board approve Change Order No. 6 to Cash Contract No. 484 with Newton as presented.

M \_\_\_\_\_ S \_\_\_\_\_

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Abstentions: \_\_\_\_\_

Prepared By:  \_\_\_\_\_  
Craig Murray, P.E. - General Manager

Attachments: Change Order No. 6 and Backup Information



**CARPINTERIA**  
Sanitary District

# Carpinteria Sanitary District

## Change Order No. 06

Cash Contract No. 484

Date Prepared: September 30, 2021

Contract Title: Administration Building Replacement Project

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When this contract change order has been approved by the District Board, you are directed to make the below changes to the plans and specifications or to complete the following described work not included in the plans and specifications of this contract.

### **DESCRIPTION:**

#### **Item 6.01 – CE#14 – Structural Framing Modifications Modifications**

REFERENCE: Newton Change Estimate #14; RFI #s 88, 98 & 100.

Minor changes and revisions to structural framing directed by structural engineer in response to RFIs or based on observation during structural inspection.

### **REASON FOR CHANGE:**

Modifications to structural framing required for coordination of mechanical, HVAC, roof system, and other structural elements directed by structural engineer in response to contractor RFIs or field observation during framing inspection. Minor changes to work installed per plan or modest additions to accommodate future.

**Item Total: \$ 5,992.00**

#### **Item 5.02 – CE#15B – Roof Insulation Substitution**

REFERENCE: Newton Change Estimate #15B (rev. G)

Replace polyisocyanurate (polyiso) foam tapered roof insulation with EPS foam roof insulation and add air impermeable spray foam insulation below roof sheathing.

### **REASON FOR CHANGE:**

Polyiso roof insulation is unavailable due to global supply chain issues related to COVID-19. Multiple independent sources indicate this shortage is not likely to resolve until mid-2022. To avoid very significant delays, direction was given to Newton and their roofing and insulation subcontractors to propose an alternative system. Tapered EPS foam to be installed in lieu of polyiso foam on top of roof sheathing with a membrane underlayment. To meet code requirements and maintain required insulation R-value, addition of air impermeable spray foam beneath the roof sheathing is necessary.

**Item Total: \$ 18,849.00**

**Change Order Total: \$ 24,841.00**

Original Contract Amount:	\$ 3,821,000.00
.....	
Total Change by Previous Change Orders:	\$ 28,922.00
.....	
Contract Amount Prior to this Change Order:	\$ 3,849,922.00
.....	
Contract Amount to be Increased by this Change Order:	\$ 24,841.00
.....	
Adjusted Contract Amount including this Change Order:	\$ 3,874,763.00
.....	
The Contract Period will be increased by 0 working days.	
Final Contract Completion Date including this Change Order:	April 13, 2022
.....	

This adjustment shall include full payment for all items required for such work, including, without limitation: all compensation for all direct and indirect costs for such work; costs for adjustments to scheduling and sequence of work; equipment; materials delivery; project "acceleration"; costs for labor, material, equipment and incidental items; costs for cumulative impacts of contract change orders; overhead costs and supervision, including all extended overhead and office overhead of every nature and description.

**ACCEPTED:**

\_\_\_\_\_  
*Contractor*

\_\_\_\_\_  
*Date*

**APPROVED:**

\_\_\_\_\_  
*District Manager*

\_\_\_\_\_  
*Date*

**DISTRIBUTION:**

Craig Murray, Carpinteria Sanitary District  
Ray Twyford, Blackbird Architects  
Nathan Lattyak, Newton Construction & Management



**NEWTON CONSTRUCTION & MANAGEMENT, INC.**  
**CHANGE ESTIMATE BREAKDOWN**



**PROJECT:** Carpinteria Sanitary District Admin Bldg  
**PROJECT #:** 20133  
**AREA:** Downspout Drainage  
**SOURCE:** RFI 98, RFI 100  
**SCHEDULE:** NCM is awaiting approval prior to proceeding on this change.  
**Additional work days required:** 0

**DATE:** 20-Aug-21  
**PROPOSED CE #:** 14  
**REVISION # :** 0

Schedule will be impacted if not acted on by:

**DESCRIPTION:** Pursuant RFI 98 response regarding Structural Observation Report #3, NCM to provide additional framing and structural support, as well as plywood for foam stop per revised detail 17/S3.1. Pursuant to RFI 100, NCM to revised openings in shear wall to allow duct penetrations. Pursuant to RFI 88, additional framing was required at steel post. Pursuant to structural observation on 8/12/21, and additional strap was required.

Pricing is as Follows:

ITEM	DESCRIPTION	QTY	UNIT	SUB/EQUIP UNIT COST	SUB/EQUIP EXTENDED COST	MATERIAL UNIT COST	MATERIAL EXTENDED COST	LABOR RATE	LABOR EXTENDED COST
01	RFI 98, Items 3, 6, & 8 - Taft	1	LS	1308.00	\$ 1,308.00		\$ -		-
02	RFI 98, Plywood Edge for roof foam stop - Taft	1	LS	940.00	\$ 940.00		\$ -		-
03	RFI 100, Vent Opening - Taft	1	LS	1670.00	\$ 1,670.00		\$ -		-
04	RFI 88, Steel Post wrap at Glazing Opening - Taft	1	LS	490.00	\$ 490.00		\$ -		-
05	Structural Observation 8/12/21 additional strap - Taft	1	LS	653.00	\$ 653.00		\$ -		-
				Subcontractor Total	\$ 5,061	Sub Total	\$ -	Total Labor	-
						Sales Tax	\$ -	Labor Rate	\$ 1.00
						Material Total	\$ -	Labor Total	\$ -
						Net Change		\$	5,061
						Overhead	10.00%	\$	506
						Profit	5.00%	\$	278
						Bond	1.50%	\$	88
						Insurance	1.00%	\$	59
						<b>TOTAL</b>	<b>\$</b>		<b>5,992</b>

**Exclusions:**

# TAFT CORPORATION

# CHANGE ORDER & INVOICE

28405 Via Acero St.  
Malibu, CA 90265

Tel: (310) 437-9190 taftcorporation@gmail.com

**BILL TO:**

Nathan Lattyak  
2436 Broad St.  
San Luis Obispo, CA 93401  
[nathan@newtonconstruction.com](mailto:nathan@newtonconstruction.com)

CHANGR ORDER	Carpinteria- C.O. # 6
INVOICE DATE	August 9, 2021
OUR ORDER NO.	Field condition
YOUR ORDER NO.	Field condition
<b>DUE DATE</b>	ASAP

**PROJECT:** Carpinteria Sanitary District Admin. Bldg.  
CASH CONTRACT NO. 484  
CAPRINTERIA CA 93013 PROJECT # 20133

ITEM #	DESCRIPTION	BUDGET	INCREASE	SOURCE OF FUNDS	RIVISED BUDGET
1	RFI # 98 Structural Observation Fixes  Item 3, Item 8 and Item 6 details only -1 I/2 day 1 Labor cost plus O.H. -Materials straps, blocks, nails, sds screws,etc.		\$ 2,248.00  \$ 990.00 \$ 318.00	C.O. # 6	
2	RFI # 98 Detail 17/s 3.1 Plywood Edge for Roof Foam Stop - I/2 day 1 Labor cost plus O.H. -Materials straps blocks, nails, sds screws,etc.		\$ 660.00 \$ 280.00		
				SUBTOTAL	
				PAYMENTS	

CONTRACTOR'S SIGNATURE      DATE

**DIRECT ALL INQUIRIES TO:**

Kamyar Lashgari  
(213) 268-3468  
email: taftcorporation@gmail.com

**MAKE ALL CHECKS PAYABLE TO: Taft Corporation**

CLIENT'S SIGNATURE

DATE

**THANK YOU FOR YOUR BUSINESS!**

# TAFT CORPORATION

# CHANGE ORDER & INVOICE

28405 Via Acero St.  
Malibu, CA 90265

Tel: (310) 437-9190 taftcorporation@gmail.com

**BILL TO:**

Nathan Lattyak  
2436 Broad St.  
San Luis Obispo, CA 93401  
[nathan@newtonconstruction.com](mailto:nathan@newtonconstruction.com)

CHANGR ORDER	Carpinteria- C.O. # 7
INVOICE DATE	August 9, 2021
OUR ORDER NO.	Field condition
YOUR ORDER NO.	Field condition
<b>DUE DATE</b>	ASAP

**PROJECT:** Carpinteria Saintary District Admin. Bldg.  
CASH CONTRACT NO. 484  
CAPRINTERIA CA 93013 PROJECT # 20133

ITEM #	DESCRIPTION	BUDGET	INCREASE	SOURCE OF FUNDS	RIVISED BUDGET
1	RFI #100 Duct Sizes Over Shear Wall  Vent Openings per Detail 21 -2 day 2 Labor cost plus O.H. -Matrials straps blocks, nails, sds screws,etc.		\$ 2,160.00  \$ 1,320.00 \$ 350.00	C.O. # 7	
2	Steel Post Wrap for the Glazing Opening -1/2 day 1 labor -Matrials straps blocks, nails, sds screws,etc.		\$ 330.00 \$ 160.00		
				SUBTOTAL	
				PAYMENTS	

CONTRACTOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**DIRECT ALL INQUIRIES TO:**

Kamyar Lashgari  
(213) 268-3468  
email: taftcorporation@gmail.com

**MAKE ALL CHECKS PAYABLE TO: Taft Corporation**

CLIENT'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**THANK YOU FOR YOUR BUSINESS!**

# TAFT CORPORATION

# CHANGE ORDER & INVOICE

28405 Via Acero St.  
Malibu, CA 90265

Tel: (310) 437-9190 taftcorporation@gmail.com

**BILL TO:**

Nathan Lattyak  
2436 Broad St.  
San Luis Obispo, CA 93401  
[nathan@newtonconstruction.com](mailto:nathan@newtonconstruction.com)

CHANGR ORDER | Carpinteria- C.O. # 8  
INVOICE DATE | August 18, 2021  
OUR ORDER NO. | Field condition  
YOUR ORDER NO. | Field condition  
**DUE DATE** | ASAP

**PROJECT:** Carpinteria Saintry District Admin. Bldg.  
CASH CONTRACT NO. 484  
CAPRINTERIA CA 93013 PROJECT # 20133

ITEM #	DESCRIPTION	BUDGET	INCREASE	SOURCE OF FUNDS	RIVISED BUDGET
1	STRUCTURAL OBSERVATION OF 8-12-21 REQUIREMENT  Addition of 12 foot strap per attached picture - 1/2 day 1 Labor cost plus O.H. -Matrials straps blocks, nails, sds screws,etc.		\$ 653.00  \$ 330.00 \$ 323.00	C.O. # 8	
				SUBTOTAL	
				PAYMENTS	0.00

CONTRACTOR'S SIGNATURE \_\_\_\_\_ DATE **8-18-21**

**DIRECT ALL INQUIRIES TO:**

Kamyar Lashgari  
(213) 268-3468  
email: taftcorporation@gmail.com

**MAKE ALL CHECKS PAYABLE TO: Taft Corporation**

CLIENT'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**THANK YOU FOR YOUR BUSINESS!**

**NEWTON CONSTRUCTION & MANAGEMENT, INC.**  
**CHANGE ESTIMATE BREAKDOWN**



**PROJECT:** Carpinteria Sanitary District Admin Bldg  
**PROJECT #:** 20133  
**AREA:** Roof Insulation  
**SOURCE:** RFI 115  
**SCHEDULE:** NCM is awaiting approval prior to proceeding on this change.  
**Additional work days required:** 0

**DATE:** 30-Sep-21  
**PROPOSED CE #:** 15B  
**REVISION # :** 2

Schedule will be impacted if not acted on by:

**DESCRIPTION:** Due to Material Shortage for ISO Roof insulation and pursuant to RFI 115 response, NCM proposes the below Option B revision 2 to substitute the Assembly to include 3.5" Open Cell Spray foam and R-25 Fiberglass Batt below the roof sheathing, and 1/2" DensDeck, and EPS Taper above the roof sheathing and below the Roof membrane. This also includes waterproofing underlayment by Craig Roof

Pricing is as Follows:

ITEM	DESCRIPTION	QTY	UNIT	SUB/EQUIP UNIT COST	SUB/EQUIP EXTENDED COST	MATERIAL UNIT COST	MATERIAL EXTENDED COST	LABOR RATE	LABOR EXTENDED COST
01	Craig Roofing Change Order - Dens Deck Only	0	LS	0.00	\$ -		\$ -		-
02	TruTeam Change Order	1	LS	10715.00	\$ 10,715.00		\$ -		-
03	Waterproofing Underlayment - Carlisle WIP	1	LS	6000.00	\$ 6,000.00		\$ -		-
04					\$ -		\$ -		-
					\$ -		\$ -		-
				Equipment Total	\$ 16,715	Sub Total	\$ -	Total Labor	-
						Sales Tax	\$ -	Labor Rate	\$ 1.00
						Material Total	\$ -	Labor Total	\$ -
						Net Change	\$		16,715
						Overhead	10.00% \$		1,672
						Profit	0.00% \$		-
						Bond	1.50% \$		276
						Insurance	1.00% \$		187
						<b>TOTAL</b>	<b>\$</b>		<b>18,849</b>

Exclusions:



Fka: Masco Contractor Services of California

2393 A Street  
Santa Maria, CA 93455  
(805) 965-4962; (805) 962-8503 (fax) CA Lic #1034361

## WORK AGREEMENT

Newton Construction	Carpinteria Sanitary District
259 Higuera Street	5300 6 <sup>th</sup> Street
San Luis Obispo, CA	Carpinteria, CA 93013
Attn: Nathan Lattyak	September 2, 2021
Phone: 805-544-5884	
E-mail: <a href="mailto:Nathan@newtonconstruction.com">Nathan@newtonconstruction.com</a>	Page: 1 of 7

Subject to the terms and conditions stated in this agreement, Contractor is willing to furnish to you all material and labor required for the Scope of Work described below:

<b>Scope of Work (the "Work") to be performed:</b>
Draft stop, fire block, fire stop (UBC 708.2.1 et seq., formerly 2516(f), or locally adopted equivalent), and fire rated caulking are not included within Contractor's Work unless specifically listed below.
CELLULOSE NOTICE. If cellulose is to be applied with a wet spray application, you must allow adequate time for it to cure and dry before installing drywall or other materials. The adequate time required varies depending upon climate, altitude and weather. Do not install vapor barriers, vapor retarders, dry wall, or other interior finish until the material has dried to less than 20% moisture content. Time to cure will vary based on climate and weather. Be sure to schedule your trades accordingly.
<b>"You are solely responsible for specifying products that conform to the California Wildland-Urban Interface Building Standards, including, without limitation, products installed in Fire Hazard Severity Zones."</b>

## CHANGE ORDER REQUEST

### **Change Order Description:**

Upgrade Roof Ceiling to "flash and Batt" Application with air impermeable insulation

### **Materials:**

R-13 Open Cell Spray Foam Insulation, Average Depth 3.5"

R-25 Fiberglass Batts

### **Change Order**

**\$10,715.00**

NOTE: This agreement consists of multiple pages. If you do not receive the number of pages noted above, please contact Contractor directly at the telephone number stated above.

**TERMS OF PAYMENT:** Payment in full due as stated on invoice regardless of any payment arrangements you have with third parties.

**ACCEPTANCE:** Contractor may change and/or withdraw this agreement if Contractor does not receive your signed acceptance within 10 business days after the Date stated above.

**PRICING:** The prices stated in the Scope of Work above will remain firm for 90 days after the Date stated above. If performance of this agreement extends beyond this 90 day period, you agree to pay Contractor's then current pricing ("Price") for any Work performed after that 90 day period. The Prices are based only on the terms and conditions expressly stated in this agreement. The Prices exclude any and all terms and conditions not expressly stated herein, including, without limitation, any obligation by Contractor to name you or any third-party as an additional insured on its insurance policy; to provide per project aggregate insurance coverage for the Work; to participate in any owner controlled, wrap, or similar insurance program; to indemnify or defend you or any third-party from any claims, actions and/or lawsuits of any kind or nature whatsoever except to the limited extent stated in Section 18 of this agreement. Any terms or conditions required by you by contract or otherwise in addition to or inconsistent with those expressly stated in this agreement will result in additional charges and/or higher Prices. Any additional work performed is subject to Contractor's then current pricing (unless Contractor otherwise agrees in writing) and to this agreement.

TruTeam of California, Inc.:

CUSTOMER:

By: \_\_\_\_\_  
SIGNATURE TITLE

By: \_\_\_\_\_  
SIGNATURE TITLE

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

THE INFORMATION CONTAINED IN THIS AGREEMENT IS CONFIDENTIAL. NEITHER THIS AGREEMENT NOR ITS TERMS MAY BE DISCLOSED TO THIRD PARTIES.

## WIP 300HT High-Temperature Protection Self-Adhering Roofing Underlayment

### WIP 300HT

WATER & ICE PROTECTION HIGH-TEMPERATURE PROTECTION

WIP 300HT is a high-tensile-strength rubberized asphalt underlayment specifically designed to withstand temperatures up to 250°F (121°C). Ideal for use under metal including copper, zinc and COR-TEN® (consult technical department for installation instructions), WIP 300HT can also be used under synthetic, concrete and clay tiles and asphalt shingles. This strong, skid-resistant membrane is available in either black or white and provides superior protection from water penetration caused by wind-driven rain and ice dams.

### Features and Benefits

- Protects the roof structure from water seepage caused by ice dams and wind-driven rains
- Resists temperatures up to 250°F without degradation of the adhesive
- Seals around roofing nails, staples and screws
- Split-release film provides easier, faster installation
- Resists cracking, drying and rotting, providing long-term waterproofing performance and low lifecycle cost
- Concealed waterproofing system will not detract from the architectural aesthetics of the primary roofing system
- Exposed rubberized asphalt bead along the membrane edge ensures watertightness of lap seams
- 180 days exposure time

### Standards

- UL Classified
- ICC-ES ESR #2206
- 2009, 2012, and 2015 International Building Code™
- Florida Building Code Approved Product #6785
- Meets ASTM D1970
- Miami-Dade County Product Control Approved
- ASTM E108/UL 790 Class A Fire Resistance
- 2016 California Green Building Standards, Title 24
- 2015, 2012, and 2008 ICC 700 National Green Building Standard

### Storage

WIP 300HT roofing underlayment rolls should be stored on their side, under cover and in areas where the temperature is between 40° and 100°F (4.4° and 38°C). **Do not double-stack pallets.**

### Warranty

Carlisle WIP products are backed by Carlisle's industry-leading warranty. Carlisle WIP Products will display optimal performance when stored under recommended conditions and used within one year of date of manufacture. Product installed after one year of date of manufacture is not covered under defect warranty. Visit our website for warranty details.

### Installation

WIP 300HT underlayment is applied when the roof deck is dry and the substrate temperature is 40°F (4.4°C) or higher. At temperatures below 40°F, nailing or priming should be used to temporarily hold the membrane in place while adhesion develops. WIP 300HT is designed to be covered with the primary roofing system and should not be exposed to sunlight for more than 60 days (black film only). White underlayment offers exposure time of 180 days.

Substrate must be free of any moisture. If moisture is present, it may inhibit adhesion. Prepare the roof deck by removing all loose objects, dirt, dust and debris. For re-roofing applications, remove all old materials from the roof deck in the area to be covered with WIP 300HT underlayment. Replace water-damaged sheathing and sweep roof deck thoroughly.



## WIP 300HT High-Temperature Protection Self-Adhering Roofing Underlayment

### Priming

Priming is not required on clean, dry wood, metal or most polyisocyanurate surfaces (polyiso paper facer does require priming). Masonry and exterior gypsum boards (such as DensDeck®) should be primed using an appropriate primer or adhesive. Some rigid insulation boards with porous or dusty surfaces may require priming to promote initial adhesion. Priming is required on all substrates when air or substrate temperatures are below 40°F (4.4°C). Adhesives such as CCW-702, CCW-702WB, CAV-GRIP™ and CCW-AWP are approved for use with WIP products. Refer to your local building codes to determine acceptable product for use in your region.

Selection of roof deck or insulation substrate and/or use of a primer or adhesive are the responsibility of the architect, specifier or roofing contractor to determine based on the roof assembly and environmental conditions.

### Valleys, Hips & Ridges

Cut WIP 300HT roofing underlayment into manageable lengths. Align over the center of the valley, hip or ridge. Remove release film. Press the middle of the membrane first before working toward the edges. For open valleys, cover WIP 300HT roofing underlayment with metal valley liners.

### Eaves & Rakes

Cut WIP 300HT underlayment into 10–15' pieces. Remove 2–3' of release film and align the edge of the membrane, sticky side down, so it overhangs the drip edge by ¾" (10 mm). Continue to remove release film and press as you move across the roof. Use a hand roller and/or hand pressure to press into place. Overlap end laps a minimum of 6". WIP roofing underlayment should reach a point 2' inside the interior wall line. Local codes may require additional courses. If additional courses are required, the top lap must be at least 3½".

### Drip Edges

At the rake edge, apply WIP 300HT underlayment first and place drip edge on top. At the eave, apply drip edge first and place WIP underlayment on top of the drip edge so that it overhangs drip edge by ¾" (10 mm).

For standard installation details, follow the WIP detail drawings. For non-standard installation instructions, contact your local Carlisle WIP representative.

### Metal Roof Underlayment

Under water-shedding metal roof systems or low-slope metal roofs with a minimum ½" slope, start at the low point and apply WIP 300HT over the full surface of the roof deck. Review the metal roofing manufacturer's instructions for limitations and precautions. Beginning at the eaves, apply underlayment from the low point to the high point of the roof, running the roll horizontally.

### Lap Edges

Lap edge seams should be hand rolled to ensure maximum adhesion.

### Limitations

- WIP 300HT should be installed when air, roof deck and membrane temperatures are at or above 40°F (4.4°C).
- WIP 300HT should not be left exposed to sunlight for more than 60 days for black membrane or 180 days for white membrane.
- WIP 300HT membrane should not be folded over the roof edge unless protected by a gutter or other flashing materials.
- The primary roof system must be ventilated to prevent excessive moisture build-up in the interior structure.
- Use caution during the installation of the membrane as it may become slippery when wet or covered with frost.
- WIP 300HT must not be used in contact with PVC material.
- WIP 300HT is not approved for use in foam set tile applications.
- WIP 300HT is not designed for wall assemblies.

### PRODUCT SPECIFICATIONS

PRODUCT SPECIFICATIONS		
PHYSICAL PROPERTIES		
Surface	Black/White Engineered Polyolefin Composite Film with Factory-applied Anti-skid Coating	
Membrane	Rubberized Asphalt	
PRODUCT CHARACTERISTIC	UNITS	RESULTS
Roll Length	feet	66
Roll Weight	lbs	55
Roll Size	sq ft	198
Roll Width	inches	36
TYPICAL PERFORMANCE PROPERTIES	TEST METHOD	RESULTS
Thickness	ASTM D1970	40 mils
Low Temperature Flexibility	ASTM D1970	-45°F
Adhesion to Plywood at 75°F	ASTM D1970	35 lbs/ft
Lap Seam Adhesion at 75°F	ASTM D1970	21 lbs/ft
Sealability Around Nail	ASTM D1970	Pass
Slip Resistance	ASTM D1970	Pass
Thermal Stability	ASTM D1970	Pass
Moisture Vapor Permeance	ASTM D1970	0.02 perms
Water Absorption	ASTM D1970	0.5%
Tensile Strength Machine Direction	ASTM D412	250 psi
Tensile Strength Transverse Direction	ASTM D412	1390 psi
Elongation at Break Machine Direction	ASTM D412	250%
Elongation at Break Transverse Direction	ASTM D412	170%
PACKAGING INFORMATION		
Boxes (rolls) per pallet		25

