

NOVATO SANITARY DISTRICT

May 5, 2014

The Board of Directors of Novato Sanitary District will hold a special meeting at 6:00 p.m., Monday, May 5, 2014, at the District Offices, 500 Davidson Street, Novato.

Materials related to items on this agenda are available for public inspection in the District Office, 500 Davidson Street, Novato, during normal business hours. They are also available on the District's website: www.novatosan.com.

AGENDA

1. PLEDGE OF ALLEGIANCE:
2. AGENDA APPROVAL:
3. PUBLIC COMMENT (Please observe a three-minute time limit):

This item is to allow anyone present to comment on any subject not on the agenda, or to request consideration to place an item on a future agenda. Individuals will be limited to a three-minute presentation. No action will be taken by the Board at this time as a result of any public comments made.

4. BOARD OF DIRECTORS:
 - a. Interview candidates for open Board position.
 - b. Board deliberations.
 - c. Nomination of new Board member.
 - d. Adopt Resolution No. 3073 appointing new Board member.
 - e. Administration of Oath of Office and Seating of new Board Member.
5. BOARD REPORTS
6. MANAGER'S ANNOUNCEMENTS:
7. ADJOURN:

Next Resolution No. 3074

Next regular meeting date: Monday, May 12, 2014, 6:00 PM at the Novato Sanitary District office, 500 Davidson Street, Novato, CA

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District at (415) 892-1694 at least 24 hours prior to the meeting. Notification prior to the meeting will enable the District to make reasonable accommodation to help ensure accessibility to this meeting.

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Board of Directors: Board Member Applicant Interviews and Appointment of a new Board member.	MEETING DATE: May 5, 2014 AGENDA ITEM NO.: 4.
RECOMMENDED ACTION: Adopt a Resolution to appoint a Board Member to fill the vacant position.	
SUMMARY AND DISCUSSION: <p>At its April 14, 2014 meeting, in accordance with California Government Code section 1780, the District Board voted unanimously to appoint a new Board member, and directed staff to solicit applications. Staff followed this direction, and the District has received applications from the following seven individuals:</p> <ul style="list-style-type: none"> • Gary Butler • Suzanne Brown Crow • Carole Dillon-Knutson • Walter Hipps, Jr. • Tom James • Luis Rivera • Charles Schwarze <p>A summary memo to assist with the appointment procedure is attached. Copies of application material submitted by each of the above individuals are also attached. Staff checked each applicant's address to ensure that they live within the District.</p> <p>Six of the seven candidates indicated their availability for an interview at today's open Board meeting. Following past practice, individual interviews are scheduled for about 15-minutes allowing each candidate 5 minutes to make an opening statement with the remaining ten minutes for Board questions and discussion.</p> <p>One candidate, Mr. Hipps, has indicated that he is not able to interview on May 5, 2014 as he is travelling. He has requested an interview at another time, and indicated that he would be available at the Board's regularly scheduled meeting of May 12, 2014. Following past practice, the Board may choose to either accommodate or deny Mr. Hipps' request. In the event Mr. Hipps' request is accommodated, the Board may interview Mr. Hipps' at its meeting of May 12, 2014. In the event the request is denied, his candidacy would be based solely on the application materials he has submitted.</p> <p>Following the interviews, the Board may vote to select a candidate. Alternately, the Board may move to continue its deliberations to its regular May 12, 2014 meeting. Regardless, three (3) affirmative votes are required to make an appointment. A resolution of appointment has been prepared. Upon adoption, the Secretary will administer the Oath of Office and the new member will be seated.</p>	
ALTERNATIVES: N/A.	
BUDGET INFORMATION: N/A	
DEPT.MGR.: N/A	MANAGER:

MEMORANDUM

Date: May 1, 2014
To: Board of Directors
From: Sandeep Karkal, Manager-Engineer
Subject: Appointment of New Board Member

BACKGROUND

District Board Member and President Michael DiGiorgio passed away on April 6, 2014. That is 576 days prior to the next general election in the District which is set for November 3, 2015. The process for selection of a replacement board member is set forth in California Government Code Section 1780. A copy of Government Code Section 1780 is attached for reference.

The District actions required by the code are:

1. Notify the Marin County Elections Official of the vacancy by April 21, 2014.
Status: Letter sent April 15, 2014
2. Decide whether to fill the vacancy by:
 - a. Appointing a replacement or
 - b. Calling a special election, or
 - c. Allowing the Board of Supervisors to take action.

Status: At its April 14, 2014 meeting the Board voted unanimously to proceed to appoint a replacement rather than call a special election.

The procedure to be followed to appoint a replacement is discussed below.

APPOINTING A REPLACEMENT

1. The District is required to post a notice of the vacancy in at least three conspicuous places in the District.
Status: Notices posted at the District office, on the District Website, at the libraries in downtown Novato and South Novato/Hamilton on April 15, 2014. Notices also transmitted on April 15, 2014, to the Marin Independent Journal, Novato Advance, and Novato Patch for publication.
2. At least 15 days after posting the notice the Board may make the appointment.
Status: The District received seven (7) applications for the position by close of business on April 30, 2014; all submitted application materials are attached. The applicants are:

- **Gary Butler**
- **Suzanne Brown Crow**
- **Carole Dillon-Knutson**
- **Walter Hipps, Jr.**
- **Tom James**
- **Luis Rivera**
- **Charles Schwarze**

3. The Board must make the appointment within 60 days of the effective date of the vacancy.
4. The District must notify the county elections officer within 15 days after the Board makes its appointment.

Also, note that since the vacancy occurred in the first half of the term of office, and more than 130 days before the next general election, the vacancy is filled partly by appointment and partly by election. The person that the Board appoints holds office only until after the next general district election and until the person who is elected in that election to fill the vacancy has been qualified. The person elected then holds the office for the remainder of the term of office. Consequently, a potential appointee to the vacant seat will hold office until the next District general election in 2015, at which point the seat will come up for election, and if the appointee wishes to keep the seat, he/she will have to seek election for the remainder of the term (which would run through the next District general election in 2017).

A potential schedule for appointing a replacement is presented below.

Potential Schedule for Appointing a Replacement

Date	Action
April 14, 2014	Board votes to fill the vacancy by appointment.
April 15, 2014	Post Notice of Vacancy and Request for Applications
April 30, 2014	Letters of Interest and Applications due to District
May 5, 2014	Special Board meeting to interview applicants and make appointment
May 12, 2014	Continuance to regular Board meeting to interview applicants and make appointment (if necessary)
June 5, 2014	Deadline to make appointment. If an appointment is not made, action of vacancy goes to Board of Supervisors

California Government Code Section 1780

"(a) Notwithstanding any other provision of law, a vacancy in any elective office on the governing board of a special district, other than those specified in Section 1781 [Section 1781 does not apply to Novato Sanitary District], shall be filled pursuant to this section.

(b) The district shall notify the county elections official of the vacancy no later than 15 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later.

(c) The remaining members of the district board may fill the vacancy either by appointment pursuant to subdivision (d) or by calling an election pursuant to subdivision (e).

(d) (1) The remaining members of the district board shall make the appointment pursuant to this subdivision within 60 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later.

---The district shall post a notice of the vacancy in three or more conspicuous places in the district at least 15 days before the district board makes the appointment.

---The district shall notify the county elections official of the appointment no later than 15 days after the appointment.

(2) If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.

(3) If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office.

(e) (1) In lieu of making an appointment the remaining members of the board may within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the district board calls the election.

(f) (1) If the vacancy is not filled by the district board by appointment, or if the district board has not called for an election within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, then the city council of the city in which the district is wholly located,

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or if the district is not wholly located within a city, the board of supervisors of the county representing the larger portion of the district area in which the election to fill the vacancy will be held, may appoint a person to fill the vacancy within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, or the city council or board of supervisors may order the district to call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the city council or board of supervisors calls the election.

(g) (1) If within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, the remaining members of the district board or the appropriate board of supervisors or city council have not filled the vacancy and no election has been called for, then the district board shall call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the district board calls the election.

(h) (1) Notwithstanding any other provision of this section, if the number of remaining members of the district board falls below a quorum, then at the request of the district secretary or a remaining member of the district board, the appropriate board of supervisors or the city council shall promptly appoint a person to fill the vacancy, or may call an election to fill the vacancy.

(2) The board of supervisors or the city council shall only fill enough vacancies by appointment or by election to provide the district board with a quorum.

(3) If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold the office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.

(4) If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office.

(5) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is held 130 or more days after the date the city council or board of supervisors calls the election.

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ATTACHMENT: ALL SUBMITTED APPLICATION MATERIALS

TO: Board of Directors
Novato Sanitary District

Date: April 28, 2014

(1)

I request that you consider my application for the vacancy on the Board of Directors of the Novato Sanitary District. I am aware that the Board meets regularly on the 2nd and 4th Monday of each month at 6:00 PM and I am confident I will be able to devote the time necessary to perform the duties of this body. I am also aware that my name and address may be made public as an applicant for this body. If selected, I will be required to report investments, business positions and income from sources that are located in or doing business in the Novato Sanitary District. This application will be held on file for six months only, unless I ask that it be renewed.

Miguel Rivera
Signature

Luis G. Rivera, P.E.
Name (print)

769 Saint Francis Avenue
Residence Address

415-897-9021
Residence telephone

lgrivera.ing@gmail.com
e-mail address

Years lived in Novato 33

Years lived in Marin County 34

Retired from State of California
Employer Address Telephone

1. Briefly describe your educational background: B.S., Civil Engineering • UC Extension, post-graduate studies in management • Harvard University, Executive Education programs in California and Massachusetts.

2. Briefly describe your employment background: 2013 - present: On-call translator, Novato Unified School District • 2000-2012 RWQCB, North Coast, retired as Assistant Executive Officer Dec. 2012 • 1998-2000 Uribe & Associates, Oakland CA • 1984-1998 RWQCB, North Coast Region • 1978-1984 USEPA, Dallas and San Francisco

3. Describe your recent civic and community activities: Novato Theater Restoration • volunteer
Marin Summer Theater • volunteer
San Marin H.S. • Music & theater production volunteer
Novato Space Museum, volunteer exhibitor

4. Briefly list possible areas of conflict of interest: None discernible.

5. Please briefly explain your interest in serving on the Board of Directors: Now that I'm retired, I see a position as Director at NSD an excellent fit between my work experience, the leadership skills I have learned along the way, and my desire to serve the community. I enjoy promoting energy efficiency, recycling of water, and expanding educational opportunities for our youth.

Return completed form to the District Secretary, Novato Sanitary District, 500 Davidson Street, Novato, CA 94945; Fax (415) 898-2279; or email to sandeepk@novatosan.com by 4:30 p.m. on April 30, 2014

Enclosure: Resume

LUIS G. RIVERA, P.E.
769 Saint Francis Avenue
Novato, CA 94947
Lgrivera.ing@gmail.com
(415) 299-4092

EXPERIENCE SUMMARY

Professional Civil Engineer with 35 years of environmental engineering experience. Responsible for implementing programs related to watershed protection and restoration, wastewater management, soil and groundwater remediation, and management of hazardous materials. Starting in 1978, managed regulatory programs for the U.S. Environmental Protection Agency. Joined the California Regional Water Quality Control Board (RWQCB), North Coast Region in 1984. Joined Uribe & Associates in 1998 and managed the consulting firm's municipal services unit. Rejoined the RWQCB in 2000 and was appointed Assistant Executive Officer for the North Coast Region in 2004. Retired from the North Coast RWQCB in December 2012.

PROFESSIONAL EXPERIENCE

Administration. As Assistant Executive Officer, administered policy and program requirements for the RWQCB, North Coast Region. Acted in the absence of the Executive Officer, and as chief-of-staff, directly supervised the senior engineers and environmental program managers for three divisions and all regulatory activities and agency work products, including planning, enforcement, standard-setting, and permitting. Provided managerial guidance and administrative and budgetary direction for all Regional Board activities. Represented the Regional Board and testified before local agencies, municipal governments, and other state and federal agencies. Led the prosecution team for the Regional Board during adjudicatory hearings and enforcement proceedings. Represented the Regional Board as a negotiator in litigation and testified as an expert witness in civil trials. Assisted county district attorneys with criminal prosecutions. Dealt extensively with the media and conducted public hearings throughout the North Coast Region.

Watershed Management. Directed the planning aspects of watershed management in the region. Developed approaches in response to litigation prompted by the adoption of water quality strategies in specific watersheds. Conducted public hearings related to California's compliance with mandates in the federal Clean Water Act. Acting as the Executive Officer of the North Coast Region, presided over the successful adoption of lists of impaired water bodies.

North Coast Water Quality Control Plan. Authored revisions to the North Coast Water Quality Control Plan, otherwise known as the Basin Plan. Wrote supporting documents, testified at Regional Water Board hearings, made presentations to stakeholders, and responded to comments. Work resulted in the adoption by the Regional Water Board of a revised Basin Plan that contained provisions and implementation schedules mandating advanced wastewater treatment for all discharges of municipal wastewater within the Russian River Basin.

Underground Storage Tank Program. Appointed to a Statewide Task Force on the Underground Storage Tank Program. Served as a policy advisor for four years on issues related to water quality protection and cost effectiveness of clean-up alternatives. Authored a Basin Plan amendment related to the cleanup of discharges associated with petroleum hydrocarbons. It was adopted by the Board and was the first official recognition by a Regional Water Board in California of the acceptance of natural attenuation and risk-based decision making in cleanups involving petroleum constituents. That effort inspired other policy developments associated with risk-based decision making in California, some of which are ongoing. The process involved intensive negotiations with stakeholders at the federal, state and local level.

Surface and Groundwater Monitoring. Over 30 years experience performing and supervising the implementation of surface and groundwater monitoring programs at municipal and industrial wastewater treatment plants, solid waste facilities, hazardous waste sites, geothermal operation sites, timber harvest areas, and highway construction sites.

Health and Safety. Manager responsible for the implementation of a health and safety program for a staff of 70 people. Coordinated training, medical surveillance, and the implementation of personnel safety measures for spill response activities.

Regulatory Inspections. Performed regulatory compliance inspections at public, industrial, and commercial facilities throughout northern California. Evaluated the adequacy of treatment, containment, and disposal practices associated with domestic and toxic wastes. Assessed the appropriate use of spill contingency plans, and adequacy of facility training programs.

EDUCATION

Bachelor of Science, Civil Engineering, University of Puerto Rico at Mayaguez, 1978

Harvard University, John F. Kennedy School of Government, Strategic Management of Regulatory and Enforcement Agencies, Executive Education Program, October 2006

Throughout career, courses in management, administration, and health and safety.

REGISTRATIONS

Professional Civil Engineer, California, No. C35364

40-Hour Certification, Hazardous Waste Management (29 CFR 1910.120)

8-Hour OSHA Certification, Supervisor

TO: Board of Directors
Novato Sanitary District

Date: April 16, 2014

I request that you consider my application for the vacancy on the Board of Directors of the Novato Sanitary District. I am aware that the Board meets regularly on the 2nd and 4th Monday of each month at 6:00 PM and I am confident I will be able to devote the time necessary to perform the duties of this body. I am also aware that my name and address may be made public as an applicant for this body. If selected, I will be required to report investments, business positions and income from sources that are located in or doing business in the Novato Sanitary District. This application will be held on file for six months only, unless I ask that it be renewed.

Gary Butler
Signature

Gary Butler
Name (print)

44 Marblehead Lane
Residence Address Novato, CA 94949

884-9268
Residence telephone

gary.butler.mdm@gmail.com
e-mail address statefarm.com

Years lived in Novato 14

Years lived in Marin County 14

Self
Employer

85 Gallis, Suite F
Address Novato, CA 94949

897-5000
Telephone

1. Briefly describe your educational background: _____
see Attached

2. Briefly describe your employment background: _____
see Attached

3. Describe your recent civic and community activities: _____
see Attached

4. Briefly list possible areas of conflict of interest: _____
see Attached

5. Please briefly explain your interest in serving on the Board of Directors: _____
see Attached

Return completed form to the District Secretary, Novato Sanitary District, 500 Davidson Street, Novato, CA 94945; Fax (415) 898-2279; or email to sandeepk@novatosan.com by **4:30 p.m. on April 30, 2014**

Gary Butler

Addendum

1. Education:
 - BS, Accounting, University of San Francisco
 - MBA, Finance, University of San Francisco

2. Employment:
 - Kemper Insurance, San Francisco, Commercial Underwriter
 - General Electric, San Francisco, Overland Park, KS & San Rafael, finance and operations positions within the reinsurance and long term care insurance divisions.
 - Fireman's Fund, Novato, Vice President
 - State Farm, Novato, Agency owner

3. Civic & Community:
 - Novato Planning Commission, commission member, currently vice chairman
 - Rotary Club of Ignacio, board member
 - Rotary Club of Ignacio Foundation, board member and treasurer
 - USF North Bay Regional Council, chairman
 - Marin Council, Boy Scouts of America, risk management committee, member
 - Leadership Novato, graduate
 - Downtown Novato Business Association, former board member

4. Possible conflict of interest:

No known conflict. My experience on the Novato Planning Commission is that it is possible for a current client to have an appeal or other business before the board. This has happened to me once in my years on Planning Commission. I would expect the frequency to be similar and infrequent on Novato Sanitary Board.

5. Why am I interested in serving on the Board of Directors for Novato Sanitary District?

My interest in serving on this board is to contribute to the governance and oversight provided by the board. I think the district is generally well run and the relationship between the district and the board appears productive. I believe my experience in risk management, business operations, finance/accounting and customer focus will allow me to contribute in these areas right away. At the same time my experience is not in the water treatment and disposal industry which would bring added diversity to the board. Sometimes this diversity of experience allows for a new look at old challenges, more often the benefit is to reduce the chance of "blind spots" that might occur when a number of decision makers all have a similar background or set of experiences.

GARY BUTLER

85 Galli Drive, Suite F
Novato, CA 94949
gary.butler.mdm@statefarm.com

(415) 897-5000 – Office
(415) 717-5598 – Cell

Candidate for Director, Novato Sanitary District

Gary is uniquely qualified to be a Director of the Novato Sanitary District. He has 25 years of professional insurance and risk management experience, the majority of this time in executive and management roles. He is a skilled leader and has experience in finance, budgets, IT systems, operations, creative problem solving and project management.

He has led large organizations; as big as 300 employees and budget exceeding \$22,000,000. He has also organized and opened new operations centers including hiring, local government incentive negotiation, architecture and build out. Other projects include organization implementation of paperless workflow, dynamic financial modeling, customer service processes and training programs.

Experience Summary

State Farm Mutual Insurance Company, Novato, CA **2007-Present**

-Independent Contract Agent, Novato, CA

Fireman's Fund Insurance Company, Novato, CA (an Allianz company) **2002-2007**

-Vice President, Corporate Service Operations
-Vice President, Personal Insurance Operations
-Senior Director, Corporate Services

General Electric **1996-2002**

GE Financial Advisors (now Genworth), San Rafael, CA
-Division Vice President, Six Sigma Quality and Operations Process Control

GE Employers Reinsurance, Overland Park, KS
-Assistant Vice President, Six Sigma Master Black Belt (Project Manager)

GE Employers Reinsurance, San Francisco, CA
-Assistant Secretary, Six-Sigma Black Belt
-Treaty Analyst

University of San Francisco **1998-1999**
-Adjunct Professor (Instructor of Principles of Risk Management and Insurance) **part time**

Kemper Insurance Companies, San Francisco, CA **1990-1996**
-Commercial Casualty Underwriter

Education

MBA (Finance) University of San Francisco
BS (Accounting) University of San Francisco

Professional Licenses and Designations

CPCU - (Chartered Property Casualty Underwriter)
ARe - (Associate in Reinsurance)
AIAF - (Associate in Insurance Accounting and Finance)
CA Fire and Casualty Agent/Broker License
CA Life Agent License

Honors and Professional Organizations

-Eagle Scout, Boy Scouts of America
-GE Crotonville: Advanced Financial Management Curriculum
-Certified Six Sigma Quality Leader: General Electric Company 2001
-Davies Scholar, University of San Francisco
-Beta Gamma Sigma, University of San Francisco
-Society of Chartered Property Casualty Underwriters (Golden Gate/Kansas City Chapters)
 - Member, Board of Directors, Kansas City Chapter 99-00
 - Vice President - Research, Golden Gate Chapter, 97-98
 - Treasurer - Insurance Industry Day Committee, 97, 98, 99
-Outstanding Research Project Award: *Ready or Not Here They Come*, An analysis of Banks and Insurance. (Awarded by National CPCU Society as best research project, 1998.) Paper published in *CPCU Journal* Fall 1999 edition.

Leadership and Board Positions

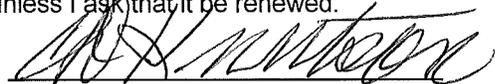
-Commissioner: Novato Planning Commission, 2012-present, currently Vice Chairman
-Board Member: Downtown Novato Business Association, 2009-2012
-Board Member: Rotary Club of Ignacio, 2009-present
-Board Member/Treasurer: Rotary Club of Ignacio Foundation, 2013-present
-Board Member: University of San Francisco 6th Man Club (men's basketball boosters), 2008-2011
-Board Member/President: University of San Francisco North Bay Alumni, 2005-present

TO: Board of Directors
Novato Sanitary District

Date: 4/28/14

I request that you consider my application for the vacancy on the Board of Directors of the Novato Sanitary District. I am aware that the Board meets regularly on the 2nd and 4th Monday of each month at 6:00 PM and I am confident I will be able to devote the time necessary to perform the duties of this body. I am also aware that my name and address may be made public as an applicant for this body. If selected, I will be required to report investments, business positions and income from sources that are located in or doing business in the Novato Sanitary District. This application will be held on file for six months only, unless I ask that it be renewed.

CAROLE


Signature

DILKON KHUTSON

424 SAN CARLOS, NOVATO
Residence Address

Name (print)
415-264-0240
415-898-4459
Residence telephone

CAROLEDK4@GMAIL.COM
email address

Years lived in Novato 45 Years lived in Marin County 46

RETIRED Employer Address Telephone

- Briefly describe your educational background: SEE ATTACHED
- Briefly describe your employment background:
- Describe your recent civic and community activities:
- Briefly list possible areas of conflict of interest:
- Please briefly explain your interest in serving on the Board of Directors:

Return completed form to the District Secretary, Novato Sanitary District, 500 Davidson Street, Novato, CA 94945; Fax (415) 898-2279; or email to sandeepk@novatosan.com by 4:30 p.m. on April 30, 2014

To: Board of Directors, Novato Sanitary District

Applicant: Carole Dillon-Knutson

415-264-0240 (c)

415-897-4459 (h)

1. Briefly describe your educational background:

B.S. Business, St. Mary's College, Moraga

Minored in Chemistry and Math

2. Briefly describe your employment background:

Retired Business Manager, Subsurface Engineering (Geotechnical Consulting Firm)

Retired Elections Supervisor County of Marin

3. Describe your recent civic and community activities:

Former Mayor of Novato

Retired Novato City Council Member

Marin Community College District Board of Trustees

SMART (Sonoma Marin Area Rail Transit) Executive Board

TAM (Transportation Authority of Marin) Executive Board

ABAG (Association of Bay Area Governments) Executive Board

I currently belong to:

Novato Rotary Sunrise

Soroptimist International of Novato

AM Business Women

Wednesday Morning Dialogue

Marin Master Gardeners

Novato Garden Club

American Association of University Women

Novato Malaria Campaign

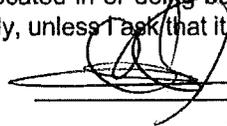
4. Briefly list possible areas of conflict of interest: None

- 5. Please briefly explain your interest in serving on the Board of Directors:** I would like to continue my commitment to public service while emphasizing water reuse, recycling, and safety. I support continued pipe inspections of sewers to minimize leaks. I support continued work on odor problems for residents. Future retirements will be a challenge for the District. I would like to be part of the efforts of hiring well qualified employees to continue a historically well run Sanitary District to be even better.

TO: Board of Directors
Novato Sanitary District

Date: 4/29/14

I request that you consider my application for the vacancy on the Board of Directors of the Novato Sanitary District. I am aware that the Board meets regularly on the 2nd and 4th Monday of each month at 6:00 PM and I am confident I will be able to devote the time necessary to perform the duties of this body. I am also aware that my name and address may be made public as an applicant for this body. If selected, I will be required to report investments, business positions and income from sources that are located in or doing business in the Novato Sanitary District. This application will be held on file for six months only, unless I ask that it be renewed.


Signature

Charles P. Schwarze
Name (print)

56 Clemente Ct. Novato
Residence Address

415-897-7342
Residence telephone

cschwarze@comcast.net
e-mail address

Years lived in Novato 22

Years lived in Marin County 23

Galey & Lord, LLC
Employer

695 DeLong Ave
Address

415-994-3558
Telephone

1. Briefly describe your educational background: B.S. in Business Administration
from Bucknell University

2. Briefly describe your employment background: employed at Galey & Lord
for 37 years. Have worked in product management,
merchandising, and as senior account executive.

3. Describe your recent civic and community activities: _____
Marin Dance Theatre - on board since 2002, board president
since 2007.
Novato Strategic Planning Committee - original member
Juvenile Diabetes Foundation (Marin Branch) - treasurer 1998

4. Briefly list possible areas of conflict of interest: NONE

5. Please briefly explain your interest in serving on the Board of Directors: I would like
to re-engage in a meaningful way to serve the interests
of those who live and work in Novato.

Return completed form to the District Secretary, Novato Sanitary District, 500 Davidson Street, Novato, CA 94945; Fax (415) 898-2279; or email to sandeepk@novatosan.com by 4:30 p.m. on April 30, 2014

To: Board of Directors
Novato Sanitary District

April 30, 2014

I request that you consider my application for the vacancy on the Board of Directors of the Novato Sanitary District. I am aware that the Board meets regularly on the 2nd and 4th Mondays of each month at 6:00 PM, and I am confident I will be able to devote the time necessary to perform the duties of this body. I am also aware that my name and address may be made public as an applicant for this body. If selected, I will be required to report investments, business positions, and income from sources that are located in or doing business in the Novato Sanitary District. This application will be held on file for six months only, unless I ask that it be renewed.


Signature

Name: Suzanne Brown Crow

Residence: 116 Knight Court, Novato, CA 94945

Phone: 415.309.6170

Email: SBrownCrow@gmail.com

Years lived in Novato: 28 years

Years lived in Marin: 28 years

Employer: Law Office of Francis X. Doherty
1120 Nye Street, Suite 300
San Rafael, CA 94901
415.455.0265

1. Education: Duke University, Durham, NC, BA in Psychology
University of Connecticut, West Hartford, CT, MBA in Finance and Accounting
Hastings School of the Law, San Francisco, CA, JD
2. Employment: I am an attorney representing plaintiffs in civil litigation.
3. Recent civic and community activities:
 - * I was appointed by the Novato City Counsel to the Recreation, Cultural, and Community Service Advisory Commission where I am serving in my second term
 - * I am the founder and chair of the Novato Democratic Club, and in that capacity I organize monthly speakers on matters of local interest and help raise support for local issues.
 - * I am an assistant coach for the men's and women's water polo teams at Novato High,
4. Possible areas of conflict of interest: None.
5. My interest in serving on the Board of Directors derives from my commitment to community service. I understand the importance to the community of the Novato Sanitary District and believe that my strengths in accounting, finance, and law would be an asset to the Board.

TO: Board of Directors
Novato Sanitary District

Date: 4/18/2014

I request that you consider my application for the vacancy on the Board of Directors of the Novato Sanitary District. I am aware that the Board meets regularly on the 2nd and 4th Monday of each month at 6:00 PM and I am confident I will be able to devote the time necessary to perform the duties of this body. I am also aware that my name and address may be made public as an applicant for this body. If selected, I will be required to report investments, business positions and income from sources that are located in or doing business in the Novato Sanitary District. This application will be held on file for six months only, unless I ask that it be renewed.

Thomas James
Signature

Thomas James
Name (print)

8 San Ardo Ct. Novato, CA 94945
Residence Address

415-892-5133
Residence telephone

tomajames@comcast.net
e-mail address

Years lived in Novato 29

Years lived in Marin County 29

Retired
Employer

N/A
Address

N/A
Telephone

1. Briefly describe your educational background: Bachelor of Mechanical Engineering (University of Detroit); MBA (University of Chicago)

2. Briefly describe your employment background: Consulting and Financial Analysis at Federated department Stores (Cincinnati, OH + San Francisco, CA); Business Owner of Work-Rite Ergonomics (Novato, Petaluma, CA)

3. Describe your recent civic and community activities: I organized a group of volunteers who meet weekly to paint over graffiti at various locations throughout Novato.

4. Briefly list possible areas of conflict of interest: None

5. Please briefly explain your interest in serving on the Board of Directors: I see serving on the Board as a way to fulfill a civic duty. My background in business and finance gives me the experience needed to help make sure the district's finances are in order.

Return completed form to the District Secretary, Novato Sanitary District, 500 Davidson Street, Novato, CA 94945; Fax (415) 898-2279; or email to sandeepk@novatosan.com by 4:30 p.m. on April 30, 2014

William G. HIPPS

Innovative Executive Leadership



■ HO: 415.883.0787
■ 36 Bonnie Brae Dr.
■ Novato CA 94949
■ williamhipps36@comcast.net

Executive Profile:

Executive Vice President, Strategic Marketing

Summary: A "**Corporate Marketing Executive**" with Over 25 years of leadership in marketing, product & program management, execution of innovative developments and effective agent of productive change worldwide. Bill has extensive experience in building and successfully leading high performance, cross-functional multi-cultural teams, and complex matrix organizations.

- **Business Relationships:** >70% Close rate with clients globally in Financial Services, Retail, Communications and Energy industries.
- **Proactive Marketing Innovation:** Foresees market trends in the targeted Industries and translates them into innovative programs timed to meet clients' needs.
- **Effective Leader of Complex Teams:** leader of high performance cross functional/ cultural teams for IT Architecture applied to strategic marketing offerings.
- **Trusted Executive Advisor:** Quick to establish credibility & trust with customers, product team, and management in worldwide organizations.

Experience:

2002 – Present **Equinox Consulting, Founder**

- Supported client in the Entertainment-Portable Media business. Focused on content acquisition from ABC/ ESPN, CBS, BBC, etc. Client IPO (3/06).
- Conducted due diligence for IP ownership issues. Saved client > \$1M fees
- Structured a Pan-European, CRM based aviation business, exploiting new EU regulations. Built strategy, business model for 1st funding.

2000 – 2001 **Globalstar, LP, Director, Vertical Markets**

- Redirected corporate focus from emulating the terrestrial cellular phone model to concentration on high potential industries.
- Built vertical industry, major account sales and support organizations to implement new corporate strategy.
- Led initiatives to Maritime and Energy Industries resulting in sales to fleet owners resulting in an annuity revenue machine. Sold all major oil tanker fleets.

1999 – 2000 **Globe Wireless, Vice President, Corporate Development**

- Responsible for Globe Wireless' Service Provider Program for satellite communications, high speed data, and low cost voice calling
- Determined parameters of necessary (v. current) of coverage and availability of Globalstar's network. Built pricing and billing models for Maritime Industry.
- Rationalized wireless Accounting and Billing systems avoiding an unbudgeted \$5m investment in unnecessary H/W & S/W.

1998 – 1999 **IA Corporation, Vice President - CMO, Product Marketing**

- Led all marketing and product management activities for this leading supplier of financial document archive S/W to 38 of the top 50 Commercial Banks.
- Responsible for life cycle product and project planning and execution, business development, MARCOM, industry and competitive intelligence.
- Managed marketing budgets of \$3M and product development budgets of \$3M. Lowered overheads by 15%, putting funding to direct use for demand creation.
- Reoriented focus of outbound resources to servicing the customers to maximize the retention of the company's base of the largest Banks in the US.

William G. HIPPS

Innovative Executive Leadership



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■ williamhipps36@comcast.net

Executive Profile:

Executive Vice President, Strategic Marketing

1975 – 1998 NCR Corporation, Vice President, Solution and Services Deployment

- Developed professional services included customer consultation customization, regulator compliance, nationalization and localization. Maintained full responsibility for Marketing
- Responsible for product management in four development organizations in US Europe and Asia including Centers of Expertise in the US, Scotland, France.
- Led all outbound programs and projects for \$1.3B hardware and software solutions business with P&L accountability for all segments of the Financial Systems Group.

Image and Payment Systems Group, Vice President, Marketing

- Responsible for all Marketing including product management, product marketing, linkage to direct sales organizations, business development and global support.
- Negotiated and helped implemented major JV with NCR's chief competitor in check and image processing. (UNISYS).
- Increased orders by 60%. Grew revenues by 25% > \$360M, profits of \$42M.

Assistant VP, Strategic Planning, Financial Systems Div., Worldwide Marketing

- Responsible for the implementation of program to re-engineer NCR's Financial Industry Organizations, worldwide, drastically rationalizing costs, and productivity.
- Developed new business opportunities for financial networking, electronic commerce, financial business critical computing and core banking solutions.

Director, Japanese Program, Self Service and Financial Systems Division

- Design concepts validated through very large QFD and validated with User Center Design Study (UCD) to reengineer operational aspects of Japanese bank.
- Managed engineering, software development, product and program management located in Japan, Scotland and the US totaling >35 professionals.
- Development budgets exceeded \$9M annually for localized Japanese ATM.

Industry Director, Financial Systems Division, Pacific Group

- Responsible at a profit and loss level for Financial Systems Divisions of NCR Japan, NCR Korea and NCR Taiwan. Revenues >\$380M, Pretax Profits >\$44M.
- Participated in turnaround of the local Japanese financial sales organization into NCR's strongest and most productive sales team. Accomplished in >18 months.
- Helped acquire and integrate NCR's Korean Distributor to full owned, profitable corporate subsidiary function.

Industry Director, Financial Systems Division, US Group

- Developed and executed programs for procuring, rather than developing, application solutions for savings of \$8M, 300% increase in sales, \$18M in profits
- Successfully recruited and negotiated agreements with eight partners for development and sale of 3rd party software on NCR systems

Education:

- MBA, Tuck School of Business Admin, Dartmouth Finance and Marketing.
- AB, Cum Laude, Dartmouth Dual majors, Business Administration and International Relations, Secretary/ Treasurer, Senior Class
- Harvard Business School's Advanced Marketing Program
- Japanese Language Immersion Dartmouth College

RESOLUTION NO. 3073

**A RESOLUTION APPOINTING A DIRECTOR TO FILL
A VACANCY IN AN ELECTIVE OFFICE**

NOVATO SANITARY DISTRICT

RESOLVED, by the Board of Directors of the Novato Sanitary District, Marin County, California, as follows:

WHEREAS, a vacancy on the Board of Directors of the Novato Sanitary District has existed since April 6, 2014, which is the effective date of the vacancy;

WHEREAS, Section 6483 of the Health and Safety Code of the State of California provides that all vacancies occurring in the membership of a Sanitary District Board shall be filled pursuant to the provisions of Section 1780 of the Government Code of the State of California;

WHEREAS, the provisions of said Section 1780 provide for the filling of a vacancy in any elective office on the governing board of a special district;

WHEREAS, since the vacancy occurred in the first half of the term of office, and more than 130 days before the next general election, the vacancy is to be filled partly by appointment and partly by election; that the person appointed to fill the vacancy shall hold office until after the next District general election of November 2015, and until the person who is elected in that election to fill the vacancy has been qualified; and the person elected then holds the office for the remainder of the term of office until the next District general election of November 2017 ("short" seat); and

WHEREAS, the next District general election scheduled 130 or more days after the effective date of the vacancy is the same date for the purpose of electing a director to serve the "short" term in the same office to which a person will be appointed;

NOW, THEREFORE, IT IS ORDERED as follows:

1. Pursuant to the provisions of Section 1780 of the Government Code of the State of

California, _____, being a resident elector of this District be and is hereby appointed to the office of Director of the Novato Sanitary District to hold such office until after the next District general election of November 2015, and until the person who is elected in that election to fill the vacancy has been qualified.

2. The Secretary of this District is directed to file, within ten (10) days from the date of adoption of this resolution, with the Secretary of State and the County Clerk of Marin County, the necessary "Statement of Facts", and shall include in the transmittal to said County Clerk a duly executed copy of the Certificate of Appointment and Oath of Office of the newly appointed Director together with a certified copy of this Resolution.

* * * * *

I hereby certify that the foregoing resolution was duly and regularly passed and adopted by the Board of Directors of the Novato Sanitary District at a meeting thereof held on the 5th day of May 2014, by the following vote:

AYES, and in favor thereof, Members:

NOES, Members:

ABSENT, Members:

President
Novato Sanitary District

(SEAL)

ATTEST:

Secretary
Novato Sanitary District

