

NOVATO SANITARY DISTRICT

Meeting Date: August 5, 2019

The Board of Directors of Novato Sanitary District will hold a Special meeting at 5:30 p.m. Monday, August 5, 2019, at the District Offices, 500 Davidson Street, Novato.

Materials related to items on this agenda that are public records, are available for public inspection at the District Office, 500 Davidson Street, Novato, during normal business hours. They are also available on the District's website: www.novatosan.com. Note: All times and order of consideration for agenda items are for reference only. The Board of Directors may consider item(s) in a different order than set forth herein.

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 listed on the agenda. Each individual will be limited to a three-minute presentation, and comments must be spoken into the microphone set up to receive public comment.

4. **REVIEW OF MINUTES:**
 - a. Approve minutes of the June 10, 2019 regular meeting.
 - b. Approve minutes of the July 1, 2019 special meeting.
5. **BOARD OF DIRECTORS:**
 - a. Interview candidates for open Board position.
 - b. Board deliberations (if any).
 - c. Schedule a special Board meeting for 3:00 p.m., Thursday, August 8, 2019 to continue candidate interview(s).

6. **ADJOURN:**

Next Resolution No. 3138.

Next meeting date: Special Meeting, Thursday, August 8, 2019, 3:00 p.m. 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 Meeting Minutes

Meeting Date: June 10, 2019

A regular meeting of the Board of Directors of the Novato Sanitary District was held at 5:30 p.m., Monday, June 10, 2019, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Carole Dillon-Knutson, Directors William Long, Jean Mariani, Brant Miller, and Jerry Peters.

STAFF PRESENT: General Manager-Secretary Sandeep Karkal, District Counsel Lauren Quint, and Administrative Secretary Julie Hoover.

ALSO PRESENT: Erik Brown, Deputy General Manager, Novato Sanitary District
John O'Hare, Project Manager, Veolia
Dale Thrasher, Administrative Services Officer, Novato Sanitary District
Jeff Boheim, Field Services Manager, Novato Sanitary District
Robin Merrill, Information Services Specialist, Novato Sanitary District
Laura Creamer, Finance Officer, Novato Sanitary District (arrived at 6:12 p.m.)
Steven Gortler, Registered Municipal Advisor (arrived at 6:23 p.m.)
Marco Mendoza, Interpreter
Jaime Clark, Demographer Consultant, Q2 Data and Research

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

- Consider approval of minutes of the May 13, 2019 regular meeting.

On motion of Director Peters, seconded by Director Miller, and carried unanimously, the May 13, 2019 Board meeting minutes were approved.

- Consider approval of minutes of the May 28, 2019 special meeting.

On motion of Director Peters, seconded by Director Miller, and carried unanimously, the May 28, 2019 Board meeting minutes were approved.

PUBLIC HEARING PURSUANT TO CALIFORNIA VOTING RIGHTS ACT (CVRA) AND ELECTIONS CODE (EC) 10010 – DISTRICT BOUNDARIES; 5TH PUBLIC HEARING:

- Open public hearing. President Dillon-Knutson opened the public hearing at 5:44 p.m.

- Receive District Counsel, Consultant, and staff presentations, if any. The General Manager stated that at a special Board meeting on April 1, 2019, the District committed to

transition its Board elections from an “at-large” to an electoral district based system under the provisions of the California Voting Rights Act (CVRA). He stated that pursuant to California Elections Code (EC) Section 10010, the Board held four public hearings (April 8th and 15th, May 6th and 28th, 2019) to receive Board and public input on the proposed by-district boundary lines and election sequencing, review and comment on the proposed draft Ordinance No. 121, and select a final by-district map and election sequence. He stated that the current public hearing was the fifth (and final) hearing, and that a Spanish translator was available at the meeting if any individuals should request translation services. He also stated that notification of tonight’s hearing, both in English and Spanish, had been posted on the District website and distributed at various sites within the District.

- Initial questions and comments by Board, if any. Director Miller noted that in Ordinance No. 121, the last paragraph of page two made reference to the Voting Divisions Map ‘Exhibit A’, but that no map was attached to the ordinance in the packet. The General Manager stated that Exhibit A was included in the packet as attachment 4 (page 20) and identified as ‘Novato Sanitary District – Voting Divisions Map, and that Attachment A – Voting Divisions Map, will be attached to Ordinance 121 when it is formally adopted.

- Public comments: Receive public input on the Voting Divisions Map, election sequencing, and draft Ordinance No. 121, if any. There were no public comments.

- Board comments: Receive public input on the Voting Divisions Map, election sequencing, and draft Ordinance No. 121, if any. There were no Board comments.

- Close public hearing. President Dillon-Knutson closed the public hearing at 5:49 p.m.

- Adopt Ordinance No. 121: Establishing an Electoral District-based System for the Novato Sanitary District.

On motion of Director Long, seconded by Director Mariani, and carried unanimously, the Board adopted Ordinance No. 121: Establishing an Electoral District-based System for the Novato Sanitary District, with the clarification that ‘Exhibit A’, (as referenced in the Ordinance) is the map marked as Attachment 4, (page 20) in the Board agenda packet, and would be included with Ordinance No. 121.

At the conclusion of the above agenda item, at 5:41 p.m., Marco Mendoza and Jaime Clark left the meeting.

PUBLIC HEARING PURSUANT TO 5471 ET SEQ. AND 6520.5 OF THE CALIFORNIA HEALTH AND SAFETY CODE – FY 2019-20 SEWER SERVICE CHARGE REPORT, AND ELECTING TO COLLECT ON COUNTY TAX ROLLS:

- Sewer Service Charge Report. The General Manager stated that upon completing the appropriate Proposition 218 requirements on June 13, 2016, the District adopted Ordinance No. 120 titled “An Ordinance of the Novato Sanitary District Establishing Sewer Service Charges for Fiscal Years 2016-17, 2017-18, 2018-19, 2019-20, and 2020-21”. He stated that the intent of tonight’s public hearing was to conduct the Hearing on the FY 2019-20 Sewer Service Charge report, and receive protests on individual sewer service charges on the sewer service charge report. He stated that Robin Merrill, Information System Specialist

Il, was present at the meeting so that anyone could request what their individual sewer service rate would be in the coming year, and have the opportunity to protest.

The General Manager stated that following the Hearing, the Board would consider adopting Resolution No. 3133 to collect the FY 2019-20 Sewer Service Charges on the Marin County tax rolls. He noted that, as required, the public hearing had been “noticed” twice in the Marin Independent Journal.

- Open public hearing. President Dillon-Knutson opened the public hearing at 5:44 p.m.

- Consider protests regarding sewer service charge report. No public protests were received. Director Mariani requested the sewer service charge for the property located at 6 Washington Street. Mr. Merrill provided the information. The General Manager noted that no written protests were received.

- Close public hearing. President Dillon-Knutson closed the public hearing at 5:45 p.m.

RESOLUTION CONFIRMING FISCAL YEAR FY 2019-20 SEWER SERVICE CHARGE REPORT AND ELECTING TO COLLECT ON MARIN COUNTY TAX ROLLS:

- Adopt Resolution No. 3133 – A Resolution Confirming Sewer Service Charge Report and Collection of Sewer Service Charges for Novato Sanitary District on the County of Marin Tax Rolls for Fiscal Year 2019-20. Director Mariani noted a date error on Resolution No. 3133, page one, paragraph two: “Whereas, the District does hereby elect, pursuant to Section 5473 of the Health and Safety Code of the State of California, to have the sewer service charges for the fiscal year ~~2018-19~~ **2019-20**, established by the District...”

On motion of Director Peters, seconded by Director Miller, and carried unanimously, the Board adopted, with the date correction, Resolution No. 3133: A Resolution Confirming Sewer Service Charge Report and Collection of Sewer Service Charges for Novato Sanitary District on the County of Marin Tax Rolls for Fiscal Year 2019-20.

At 5:47 p.m., President Dillon-Knutson declared a ten minute break.

District Counsel Lauren Quint left the meeting at 5:50 p.m.

At 5:53 p.m., President Dillon-Knutson reconvened the Board meeting.

CONSENT CALENDAR:

Director Miller requested that item 8.f.: *Adopt Resolution No. 3135*, be removed from the Consent Calendar for further discussion.

President Dillon-Knutson called for a motion on the remaining Consent Calendar items as follows:

- a. Approve Board member disbursements in the amount of \$3,382.80, operating disbursements in the amount of \$340,748.17, and capital project disbursements in the amount of \$49,496.69. Ratification of May 28th operating disbursements in the

- amount of \$129,090.63, and capital project disbursements in the amount of \$53,383.74.
- b. Ratification of payroll and payroll related disbursements for May, 2019, in the amount of \$282,035.43.
 - c. Receive deposit summary, May 2019.
 - d. Authorize the General Manager-Chief Engineer to approve Project Plans for the Atherton Place Sewer Main Extension.
 - e.* Adopt Resolution No. 3134: "A Resolution Authorizing Execution of Quiet Claim Deed, Sanitary Sewer Easement – Marin Country Club, Inc. and 180 Fairway Drive".
 - g. Approve contract with DLJ Associates to provide Solid and Household Hazardous Waste (S&HHW) and related services for Fiscal Year 2019-20 in the not-to-exceed amount of \$105,000, and authorize the General Manager-Chief Engineer to execute it.

On motion of Director Miller, seconded by Director Peters, and carried unanimously, the Board approved the above listed Consent Calendar items.*

* Director Long stated that although he gave his consent to the above consent calendar items, he realized after-the-fact that he must abstain from voting on item (e) due to a potential conflict of interest.

President Dillon-Knutson stated that the Board would now consider consent calendar item 8.f: Adopt Resolution No. 3134: "A Resolution Authorizing Acceptance of an Amended Easement from the State Coastal Conservancy (SCC), Bel Marin Keys Unit V Project".

Director Miller requested clarification of the project, and questioned if the proposed amended scope of work would develop into a major capital project for the District. The General Manager stated that the amended easement proposes to modify the alignment of a portion of the District's effluent outfall pipeline that currently resides in an easement over the SCC's property. He stated that the work and financial obligations would be the responsibility of SCC. The Deputy General Manager gave a brief overview of the project and stated that the District, along with consultants Woodard and Curran, have reviewed the proposed changes.

On motion of Director Miller, seconded by Director Peters, and carried unanimously, consent calendar item 8.f.: Adopt Resolution No. 3134: "A Resolution Authorizing Acceptance of an Amended Easement from the State Coastal Conservancy, Bel Marin Keys Unit V Project", was approved.

President Dillon-Knutson stated that Steven Gortler, the speaker for the next agenda item: "Clean Water State Revolving Fund (CWSRF) Loan Refinancing", was delayed, and therefore agenda item 9 would be tabled until he arrived. The Board meeting continued with the review of agenda item 10: "Committee Reports".

COMMITTEE REPORTS:

At the consent of President Dillon-Knutson, the General Manager stated that he would address the following three agenda items together:

- Solid Waste: Receive report and recommendation to adopt preliminary Solid and Household Waste (S&HHW) budget for FY 2019-21.

- Wastewater Operations: Receive report and recommendation to adopt preliminary Operating Budget for FY 2019-21.

- Capital Improvements: Receive report and recommendation to adopt preliminary Capital Improvements Program (CIP) budget for FY 2019-21.

The General Manager stated that the Solid Waste, Wastewater Operations, and Capital Improvements Committees each met and reviewed their respective budgets. He stated that a copy of each Committee agenda packet was included in the Board packet.

ANNUAL BUDGET:

- Approve and adopt the 2019-21 Preliminary Budget. The General Manager stated that at the May 13th Board meeting, staff presented the District's Preliminary Budget for FY 2019-21, along with a workshop type overview of the budget, to the Board of Directors. He stated that, separately, staff reviewed the preliminary Solid Waste budget with the Solid Waste Committee, the preliminary Operating Budget with the Wastewater Operations Committee, and the preliminary Capital Improvement Program (CIP) budget with the Capital Improvements Committee. The General Manager stated that all three Committees have recommended adoption of their respective budgets to the full Board. He noted that revisions and edits proposed during the respective Committee reviews were minor, and are reflected in the attached Preliminary Budget. He stated that any further changes, corrections or edits to the Preliminary Budget would be noted and included in the final Budget, which will be presented for Board adoption in August. The General Manager stated that accordingly, staff recommends the Board approve and adopt the FY 2019-21 Preliminary Budget.

The Board discussed the District's future capital projects and how they will impact current and future budgets. Directors Long and Miller discussed the funds held in the capital reserve account, noting that the account appeared to remain high year-over-year, and questioned if enough was being spent on capital improvements. The General Manager stated that the District works strategically to methodically and successfully address capital projects. He noted that capital expenditures follow a different trajectory than operating expenditures and as such, capital spending tends to be uneven when looked at either on an annual basis or over a period of several years. He stated that the allocation of capital reserve funds shown in the District budget was typical for the wastewater industry, which can experience high and low capital-intensive periods.

On motion of Director Miller, seconded by Director Peters, and carried unanimously, the Board approved and adopted the FY 2019-21 Preliminary Budget.

It is noted that Mr. Gortler arrived at 6:23 p.m.

President Dillon-Knutson stated that the Board would now review agenda item 9:

CLEAN WATER STATE REVOLVING FUND (CWSRF) LOAN REFINANCING:

-Receive presentation from Mr. Steven Gortler, registered Municipal Financial Advisor, on refinancing the balance of the District's existing Clean Water State Revolving Fund (CWSRF) loan amount, and provide direction, if any. The General Manager stated that the District had funded its Treatment Facilities Upgrade Project through an approximately \$81 million State of California Clean Water State Revolving Fund (CWSRF) loan. He stated that the repayment term of the loan was 20-years (from 2011 through 2031), at a fixed interest rate of 2.40%, and that the current loan balance was \$55,511,638. He continued, stating that the District's Municipal Advisor, Steven Gortler, had advised staff that due to a recent decline in interest rates, the District could potentially refinance the balance of its CWSRF loan and realize significant savings over the remainder of the loan's term. He stated that Mr. Gortler would provide a presentation on the potential refinancing, whereupon if the Board wished to proceed with the refinancing, the Board should provide appropriate direction to staff.

Mr. Gortler began by thanking the Board and apologized for his delay (due to traffic). He then provided a background of the District's outstanding CWSRF loan. He stated that with the anticipated decline in interest rates, a refinancing of the remaining loan amount with refunding bonds could result in estimated savings to the District of \$2,726,577 if the current loan maturity date of 2031 were to be retained. He compared the loan amount's current maturity date of 2031, with options of extending the loan by 3, 5 or 10 years, and discussed the estimated debt service savings with each of these four options. Discussion followed between Mr. Gortler, the General Manager, and the Board. At the conclusion of discussion, the Board unanimously expressed their agreement to proceed with the proposed CWSRF loan refinancing. The General Manager stated that a Special Board meeting would be necessary to approve a resolution so the CWSRF loan refinancing could move forward, and the date of July 1, 2019, was established for that meeting.

At the motion of Director Mariani, seconded by Director Peters, and carried unanimously, the Board directed the General Manager-Chief Engineer to schedule a Special Board meeting for July 1, 2019, and to work with various financing team members including, but not limited to, bond counsel, disclosure counsel and municipal advisor, and prepare the necessary documents to move forward with the refinance of the District's current Clean Water State Revolving Fund Loan.

Mr. Steven Gortler left the meeting at 6:43 p.m.

WASTEWATER OPERATIONS:

- Receive Wastewater Operations Reports, May 2019.

Collection System Report: Deputy General Manager Erik Brown provided the Collection System Report for May 2019, as Collection System Superintendent Jeff Andress was on vacation. The Deputy General Manager stated that the Collection Department cleaned 67,118 lineal feet of sewer pipelines, and that 11,712 feet of sewer main were televised. He noted that CCTV (closed circuit TV) did not identify any new issues related to infrastructure. He stated that staff completed 377 maintenance work orders, leaving zero (0) work orders

outstanding. Further, he noted that staff conducted 155 lift station inspections and completed maintenance inspections on four (4) air relief/vacuum valves.

The Deputy General Manager outlined the training provided in May, stating that Collection Department staff attended four (4) safety tailgate meetings, and participated in four (4) specialized training events, including a confined space rescue drill. He stated that there were no lost time accidents in the month, and concluded his presentation, noting that there were no sanitary sewer overflows (zero SSOs) in May.

Treatment Facilities Report: Veolia Project Manager John O'Hare provided the May 2019 Treatment Facilities Monthly Operations Report (MOR). He reviewed the treatment plant performance, stating that the average flow was 4.97 MGD (million gallons per day) which was slightly higher than the previous month due to rain. He continued, stating that there were no discharge violations in the month, and that the Recycled Water Facility (RWF) produced 14.334 million gallons of recycled water.

The Project Manager stated that Veolia staff participated in weekly tailgates, and that Veolia staff participated in an online Industrial Ergonomics training. He reviewed the monthly routine inspections, maintenance activities, and key events for the Novato treatment facility, the Ignacio transfer pump station, and the recycled water facility. He discussed the weed abatement that was performed at both the District facility and Ignacio Pump Station.

The Project Manager discussed pretreatment and pollution prevention activities, and concluded his report, stating that one odor contact was registered on May 14th, relating to the cleaning of the Headworks facility.

Reclamation Facilities Report: Field Services Manager Jeff Boheim summarized the Reclamation Facilities report for May. He stated that drainage pump stations No. 3 and 7. pumped approximately 20.6 MG (million gallons) and 18.8 MG, respectively. He continued, stating that District staff was working with staff at Auburn Ravine Ranch, Inc. to complete the Ranch Lease agreement. The Field Services Manager stated that Fahy Tree Service continued to remove fallen Eucalyptus trees on Site 2. He concluded his report, stating that no irrigation of any parcels occurred and that no biosolids handling or disposal was performed in May.

CAPITAL PROJECTS:

- Collection System Improvements, Account No. 72706: Authorize the General Manager-Chief Engineer to accept plans and specifications and advertise for bids – Golden Gate Rush Creek Sewer, Phase II; Project No. 72706-2018-01A. The Deputy General Manager stated that this project was a continuation of the Phase 1 Golden Gate Rush Creek Sewer project that he had been reporting on throughout the winter. He stated that the current project consists of installing approximately 763 feet of 10-inch sewer main and 189 feet of 8-inch sewer main including four (4) new sanitary sewer manholes. He stated that the purpose of the project was to complete the rerouting of sewage flow from the failed sewer main under the SMART tracks at Golden Gate Place, and noted that the project was ready to go out to bid. He stated that bids are expected to be received on or about July 25th and will be presented to the Board at a subsequent meeting.

On motion of Director Long, seconded by Director Miller, and carried unanimously, the Board authorized the General Manager-Chief Engineer to accept plans and specifications and advertise for bids, for the Golden Gate Rush Creek Sewer, Phase II Project; No. 72706-2018-01A.

- Collection System Improvements, Account No. 72706: Authorize the General Manager-Chief Engineer to accept plans and specifications and advertise for bids – Redwood Blvd. Sewer Rehabilitation; Project No. 72706-2018-02. The Deputy General Manager stated that this project consisted of rehabilitating approximately 1,750 feet by pipe bursting, replacing approximately 100 feet by excavation of 12-inch sewer main including the rehabilitation of five (5) sanitary sewer manholes. He stated that bids are expected to be received on or about July 23rd and will be presented to the Board at a subsequent meeting.

The General Manager-Chief Engineer noted that staff had previously completed the California Environmental Quality Act (CEQA) documentation and determined that the project is categorically exempt.

On motion of Director Mariani, seconded by Director Peters, and carried unanimously, the Board authorized the General Manager-Chief Engineer to accept plans and specifications and advertise for bids, for the Redwood Blvd. Sewer Rehabilitation Project; No. 72706-2018-02.

- Receive staff report on a potential emergency repair of the District's sewer main along Vineyard Creek behind 14 Angelica Court – information only. The Deputy General Manager stated that the issue began on March 28, 2019, when staff received a call from Marin County Flood Control District notifying the District that there was an exposed clay pipe on Vineyard Creek in an easement behind 14 Angelica Court. The Field Services Manager investigated and determined that the exposed pipe was the District's 8-inch vitrified clay pipe sewer main which serves about 175 homes in the area. The Deputy General Manager stated that staff has been monitoring the condition of the pipe at regular intervals, and that closed circuit TV video shows that the pipe appears to be stable with no evidence of infiltration. He stated that staff had engaged Nute Engineering and their sub-consultant, Clearwater Hydrology, Inc., to engineer a solution and work with the various permitting agencies to expedite the repair. He concluded his report, stating that staff will provide updates as needed to the Board at subsequent Board meetings.

- Receive Capital Projects Update, May 2019. The Deputy General Manager provided highlights of the Capital Improvement Program Capital Projects Update for May, 2019. He stated that the Bel Marin Keys Blvd. Sewer Rehab Project was awarded to Michels Pipeline Construction on March 18, 2019, with substantial completion expected in the summer of 2019. He discussed the Collection System Master Plan (CSMP) and noted that the District's Consultant, Woodard and Curran, continues to incorporate staff comments, which will result in a final draft CSMP document to be presented to the Board in August.

The Deputy General Manager provided an update of the Administration Building Upgrades/Maintenance Building project. He stated that plumbing and water utilities have been installed at the modular unit, and that the contract for the electrical work is out for bid. He concluded his report, providing information on the Lateral Replacement Grant Program, stating that thirteen (13) grants have been distributed, for a total of \$26,000.

ADMINISTRATION:

- Receive report on cost-of-living increase of 3.0% for represented employees group, effective July 1, 2019 – information only. The General Manager stated that in 2018, the District negotiated a five-year Memorandum of Understanding (MOU) with its represented employee group, the Teamsters Bargaining Unit (TBU), and that the MOU has a provision to grant a flat rate cost-of-living increase of 3.0% per year, effective July 1, 2018 and each July 1st subsequently for the term of the MOU to the TBU District employees. He noted that this item did not require Board action, and was for information only.

The General Manager stated that he would address the next two agenda items together:

- Approve cost-of-living increase of 3.0% for non-represented group (management and confidential) personnel, effective July 1, 2019.

- Approve cost-of-living increase of 3.0% for General Manager-Chief Engineer, effective July 1, 2019.

The General Manager stated that, as in previous years, it is customary for the non-represented management and confidential personnel group (M&C group) to receive the same annual increase granted to the represented group. Additionally, he stated that the terms of the General Manager-Chief Engineer's agreement stipulate that he receive the cost-of-living increase granted to the M&C group personnel. He recommended that the Board approve a cost-of-living increase of 3.0% for the M&C group and for the General Manager-Chief Engineer, effective July 1, 2019.

On motion of Director Peters, seconded by Director Mariani, and carried unanimously, the Board approved a cost-of-living increase of 3.0% for the non-represented group personnel and for the General Manager-Chief Engineer, effective July 1, 2019.

BOARD OF DIRECTORS:

- Appoint Board officers, Secretary-Treasurer and Secretary Pro-tem, and designate and authorize check signers, Fiscal Year (FY) 2019-20. The General Manager stated that the District Board traditionally votes in June to appoint individual Directors to serve as Board President and President Pro-Tem for the following fiscal year. He stated that the Board also appoints the Secretary-Treasurer, Secretary Pro-Tem, and check signers at the same meeting.

Director Peters recommended that President Carole Dillon-Knutson and President Pro-tem Brant Miller remain in their current positions. Director Miller agreed with the recommendation, but requested that Director Long fill the position of President Pro-tem. Director Long accepted the appointment.

President Dillon-Knutson asked for any additional nominations, and seeing none, made the following appointments:

- Presidential appointments (for FY 2019-20):

Carole Dillon-Knutson, President
William Long, President Pro-tem

- Board Secretary-Treasurer and Administrative Secretary appointments (for FY 2019-20):
General Manager-Chief Engineer Sandeep Karkal: Secretary-Treasurer
Administrative Secretary Julie Hoover: Secretary Pro-tem

Following the appointments, President Dillon-Knutson called for a motion to authorize the check signers for Fiscal Year 2019-20.

On motion of Director Peters, seconded by Director Miller, and carried unanimously, check signers for FY 2019-20 were designated as: Jean Mariani, Carol Dillon-Knutson, and Sandeep Karkal.

BOARD MEMBER REPORTS AND REQUESTS:

- North Bay Watershed Association (NBWA) meeting, June 7, 2019. Director Mariani stated that the NBWA meeting she attended on June 7th was held at the Marin Municipal Water District. She discussed the topics presented which included the recent flooding of the Russian River, water efficiency, Highway 37 repairs, and the use of reclaimed water for irrigation. She stated that an overview was provided of the One Water concept.

Director Mariani stated that on May 16th she attended the Napa County Watershed Symposium which took place in Napa. She provided a copy of the agenda from the meeting, and recommended to the Board members that they view the presentations at the 'Whirlwind Tour' link.

Director Miller stated that effective as of the close of the current (June 10, 2019) Board meeting, he was resigning his position on the Novato Sanitary District Board of Directors. Director Miller explained that he will be moving out of state.

President Dillon-Knutson, Directors Long, Mariani, and Peters, and the General Manager, expressed their appreciation for his service on the Board. They stated it had been a pleasure serving with him and they wished him well in the future.

INFORMATIONAL ITEM:

The General Manager noted that the following item was included for informational purposes only:

- Letter to the Editor, Marin Independent Journal: "Minimizing dependence is worth something", May 30, 2019:

GENERAL MANAGER'S REPORTS AND ANNOUNCEMENTS:

- Announcements:

- A Special meeting will be held on Monday, July 1, 2019 at 5:30 P.M. to move forward with a resolution relating to the refinancing of the District's CWSRF loan (as per the Board's direction from Agenda Item 9.a.).

- The next Regular Board meeting will be held on Monday, August 12, 2019 at 5:30 p.m.

- Reports:

- Energy strategy update: The General Manager provided an update of the District's continuing efforts in studying alternative energy, including solar panels, battery storage, and peak shaving measures. He stated that since 2017, staff has engaged with various vendors, and has been gathering information at the staff level to provide a viable alternative energy option to satisfy the District's energy consumption needs. He stated that the District may be at a point where it could further explore viable solar/battery/peak shaving options with MCE. He noted that MCE is finalizing a high-level feasibility report through its consultants TerraVerde Energy, LLC, and Ralph O'Rear, which could be available in the next month or so, for staff review. He stated that a Board presentation would be scheduled if the project was deemed viable and of benefit to the District.
- The Annual California Association of Sanitation Agencies (CASA) conference is taking place in San Diego, August 21 – 23, 2019. Directors are asked to let the Administrative Secretary know if they plan to attend.

ADJOURNMENT: There being no further business to come before the Board, President Dillon-Knutson adjourned the meeting at 8:01 p.m.

Respectfully submitted,

Sandeep Karkal
Secretary

Julie Hoover, Recording

NOVATO SANITARY DISTRICT

Board Meeting Minutes

Meeting Date: July 1, 2019

A special meeting of the Board of Directors of the Novato Sanitary District was held at 5:30 p.m., Monday, July 1, 2019, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Carole Dillon-Knutson, Directors William Long, Jean Mariani, and Jerry Peters.

STAFF PRESENT: General Manager-Secretary Sandeep Karkal, District Counsel Lauren Quint, and Administrative Secretary Julie Hoover.

ALSO PRESENT: Laura Creamer, Finance Officer, Novato Sanitary District
Erik Brown, Deputy General Manager, Novato Sanitary District
Dale Thrasher, Administrative Services Officer, Novato Sanitary District
Steven Gortler, Registered Municipal Advisor
Dave Palma, Jones Hall, Bond Counsel
Gary Butler, Novato resident

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: None.

CERMONIAL MATTERS:

Adopt Resolution No. 3136 recognizing former Director Brant Miller. The General Manager stated that the attached resolution was to recognize former Director Brant Miller for his distinguished service with the Novato Sanitary District. Director Miller had announced his resignation at the close of the June 10th Board meeting.

On motion of Director Long, seconded by Director Peters, and carried unanimously, the Board adopted Resolution No. 3136: A Resolution Commending Mr. Brant Miller for Distinguished Service as a Member of the Board of Directors of Novato Sanitary District.

CONSENT CALENDAR:

President Dillon-Knutson called for a motion on the Consent Calendar items as follows:

- a. Authorize the General Manager-Chief Engineer to approve Project Plans for the Bahia Heights Sewer Main Extension (SME).
- b. Approve annexation of one parcel totaling 0.62 acres with a situs address of 2260 Vineyard Road, Assessor Parcel No. (APN) 132-311-61, to the Novato Sanitary District, and authorize the General Manager-Chief Engineer to execute and file the Agency Consent Form with the Marin Local Agency Formation Commission (Marin LAFCO).

On motion of Director Peters seconded by Director Mariani, and carried unanimously, the Board approved the above listed Consent Calendar items.

CLEAN WATER STATE REVOLVING FUND (CWSRF) LOAN REFINANCING:

- Receive staff report and update on refinancing process from financing team. The General Manager stated that at its June 10th Board meeting, the District's Municipal Advisor, Mr. Steven Gortler, informed the Board that refinancing the remainder of the CWSRF loan could potentially save the District about \$270,000/year for the remaining term of loan, for an overall savings of about \$3.0 million. He stated that at the June 10th meeting, the Board directed staff to proceed with the process for refinancing the balance of the loan with no extension of the repayment period, and to schedule a special meeting to consider and adopt a resolution to move forward with the refinancing.

The General Manager stated that a staff memo and supplemental documents had been prepared, including draft Resolution No. 3137, authorizing the sale and issuance of refunding bonds. He stated that Mr. Steven Gortler was present, and would provide an update on the refinancing process before the Board took any action.

Mr. Gortler began, stating that all of the necessary bond refinancing documents had been drafted, reviewed, and were in the process of being finalized. He stated that earlier on July 1st, he had a conference call with the rating agency and they indicated that the bond rating would likely remain at a very strong rating of AA+. Mr. Gortler continued, providing details of the refinancing process and timeline. He stated that if the Board continues with the refinancing, the bonds would be solicited for sale on July 24th, and if presented, a suitable bid would be accepted. He stated that the closing would occur on or about August 7th, at which time the proceeds of the bonds would be used to repay the balance outstanding on the CWSRF loan, and then the transaction would be closed. Discussion followed, and the Board agreed to move forward with the refinancing process.

- Adopt Resolution No. 3137: Authorizing the Sale and Issuance of Wastewater Revenue Refunding Bonds to Refinance Outstanding Wastewater System Obligations of the District in an amount not to exceed \$60,000,000, and approving Official Statement and Related Agreements and Actions.

On motion of Director Peters, seconded by Director Long, and carried unanimously, the Board adopted Resolution No. 3137: Authorizing the Sale and Issuance of Wastewater Revenue Refunding Bonds to Refinance Outstanding Wastewater System Obligations of the District in an amount not to exceed \$60,000,000, and approved Official Statement and Related Agreements and Actions

BOARD OF DIRECTORS:

- Consider procedures for filling the current vacancy on the Board of Directors, and provide direction. The General Manager directed the Board's attention to the staff memo presented in the Agenda packet, and discussed the procedure for filling the recently vacated Board member position. He stated that the filling of vacant Board seats for Special Districts such as the Novato Sanitary District is governed by California Government Code Section 1780. He stated that three options were available for the Board to fill the vacancy, and noted that the three options were as

follows: (a) replacement by Appointment; (b) replacement by calling a Special Election; (c) replacement by referring the Appointment to the Board of Supervisors. He discussed the processes and costs involved for each of the options, and outlined the necessary steps to be taken if the Board wished to proceed by filing the vacancy by appointment. The Board agreed that the recent Board vacancy should be filled by appointment. The General Manager stated that District Counsel Lauren Quint would provide further details on the procedural requirements.

District Counsel Lauren Quint stated that the seat that has been vacated was elected as an 'at-large' seat, and would remain so until its term is up in 2022. She stated that whomever the Board appoints for the position would serve as a Director only until the next election date in 2020, at which time, that seat would be open to re-election, thence serving for the remainder of the originally elected member's term, which is until the general election in 2022. She further noted that the election in 2020 would be for a short term, at large position, and in 2022, the open seat would become a By-District seat, because the District had recently transitioned to By-District elections. She stated that because the vacant seat was from the District's electoral Division 3, the Board may wish to consider as a qualification that the appointed candidate also reside in Division 3. However, she noted that this is only one consideration to be taken into account in the process of appointing an individual who would be otherwise eligible and qualified to serve on the Board.

On motion of Director Peters, seconded by Director Long, and carried unanimously, the Board directed the General Manager-Chief Engineer to proceed with the Board Member replacement by appointment process.

The General Manager stated that as noted in the staff memo, and consistent with the direction provided by the Board, staff will solicit applications for the Board vacancy, and interested candidates will be invited for interviews with the Board at a Special Board meeting to be scheduled for August 5, 2019.

ADJOURNMENT: There being no further business to come before the Board, President Dillon-Knutson adjourned the meeting at 5:58 p.m.

Respectfully submitted,

Sandeep Karkal
Secretary

Julie Hoover, Recording

NOVATO SANITARY DISTRICT BOARD AGENDA ITEM SUMMARY

TITLE: Board of Directors: Board Member Applicant Interviews and Appointment of a new Board member.	MEETING DATE: August 5, 2019 AGENDA ITEM NO.: 5.a.-c.
RECOMMENDED ACTION: Interview candidates for open Board position, and schedule a special Board meeting for 3:00 p.m., Thursday, August 8, 2019 to continue candidate interview(s).	
SUMMARY AND DISCUSSION: <p>At its July 1, 2019 meeting, in accordance with California Government Code (CGC) section 1780, the District Board voted unanimously on its intent 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 individuals:</p> <ul style="list-style-type: none"> • Ed Schulze • Tim Fuelle • Gary Butler • Dale Kline <p>A summary memo discussing the appointment procedure is attached, along with a copy of GC section 1780. Copies of application materials submitted by each of the above individuals are also attached. Staff checked each applicant's address to ensure that they live within the District. In addition, for informational purposes only, it appears that the following applicants reside in the District's electoral Division 3: Tim Fuelle.</p> <p>The following applicants have indicated their availability for an interview at today's open Board meeting: Ed Schulze, Gary Butler, and Dale Kline. The remaining candidate, Tim Fuelle, has indicated that he is not available to be interviewed in person on August 5th (today) due to prior commitments made significantly in advance of his knowledge of the Board vacancy. Specifically, he is a Scoutmaster and is leading a backcountry-backpacking trip for his Scout troop in New Mexico through August 7, 2019, and has asked for an interview at 3:00 p.m. on August 8, 2019.</p> <p>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>It is recommended that the Board interview Mr. Schulze, Mr. Butler, and Mr. Kline on August 5, 2019 (today), and continue the applicant interview process by scheduling a special Board meeting for 3:00 p.m. on Thursday, August 8, 2019 to interview Mr. Fuelle.</p>	
ATTACHMENTS: <ol style="list-style-type: none"> 1. Memorandum – Board Member Appointment. 2. California Government Code Section 1780. 3. Copies of individual applications. 	
STRATEGIC PLAN INFORMATION: This item addresses Goal 5 (Effective Governance and Administration) of the latest Strategic Plan Update.	
DEPT. MGR.: ssk	GENERAL MANAGER: SSK

MEMORANDUM

To: Novato Sanitary District Board of Directors
From: Sandeep Karkal, General Manager-Chief Engineer
Board Meeting Date: August 5, 2019
Subject: Filling of Board Vacancy

Background

At the conclusion of the District Board meeting of June 10, 2019, Director Brant Miller presented a letter notifying the Board of his resignation from the District Board of Directors effective the close of the June 10, 2019 Board meeting. That is 512 days prior to the next general election in the District, which is set for November 3, 2020. The process for replacing a Board member is covered by California Government Code Section 1780 (GC §1780) - a copy is provided with this Agenda item.

District actions required by GC §1780 are:

- Notify the Marin County Elections Official of the Board vacancy by June 24, 2019 (Completed).
- Select one of the following replacement options:
 - A. Replacement by Appointment
 - B. By calling a Special Election
 - C. Referring the Appointment to the Board of Supervisors

At its July 1, 2019 meeting, the Board voted unanimously to select option A. above, and directed staff to solicit applications for the vacancy.

Timeline for Appointing a Replacement

A summary schedule for the appointment process as approved by the Board on July 1, 2019, and with the status of items to date is shown in Table 1. While this schedule may appear tight, it allows for additional special Board meetings to be held on August 7th, 8th, or even on August 9th, if needed.

Table 1: Schedule for Appointing a Replacement

Date	Action (Status)
July 1, 2019	Board votes to fill the vacancy by appointment (Completed).
July 2, 2019	Post Notice of Vacancy and Request for Applications (Completed)
July 24, 2019	Completed Applications due to District (Completed)
August 5, 2019	Special Board meeting to review applicants qualifications, and interview three of the four applicants (see discussion below)
August 8, 2019	Interview the fourth applicant and make appointment
August 9, 2019	Deadline to make appointment (CGC 1780)
August 23, 2019 (August 24 th is a Saturday)	Deadline to notify County Elections Officer

Appointment Process

Given the timing of the vacancy, the vacant Board seat will be filled partly by appointment and partly by election. Specifically, GC §1780(d)(2) provides that when 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 holds office *until the next general district election*. Then, the person elected shall hold office for the unexpired balance of the term of office. Consequently, a potential appointee to the vacant seat in 2019 may hold office until the next general District election in November 2020, at which point the seat will come up for election.

Mr. Miller was elected to his seat in an “at-large” election in 2018, and this seat will remain an at-large seat until the 2022 election. Note also, at the June 10, 2019 meeting, the District Board adopted District Ordinance No. 121: “Establishing an Electoral District-based System for Novato Sanitary District,” to meet the intent and provisions of the California Voting Rights Act (CVRA). Ordinance No. 121, its Voting Divisions Map, and its Election Sequencing assigned the electoral seat being vacated by Mr. Miller to Division 3 of the District’s electoral divisions. However, Ordinance No. 121 also states, “in the event that a vacancy occurs before the end of the term of the Director in office at the time this Ordinance takes effect, a person who is appointed or elected by a special election to fill such vacancy may reside anywhere within the boundaries of the District.”

In other words, given the timing of the vacancy, the person appointed to fill the vacancy in 2019 may reside anywhere in the District (i.e. be “at-large”). However, consistent with Ordinance No. 121, in order to maintain the seat, he/she would need to run for the seat in both 2020 and 2022, with the caveat that if the appointee does not reside in Division 3, he/she may not be eligible to run for this seat in 2022. In addition, note that the current electoral Divisions may potentially change as a result of the 2020 US Census, and the current Division boundaries could be redrawn.

Furthermore, while it is clearly not legally necessary that the 2019 appointed individual be a resident of the current Division 3, such residency may be a consideration for the current Board members in appointing a replacement. For informational purposes only, the list of applicants and their current Division of residence (from their provided addresses) is shown in Table 2.

Table 2: List of Applicants and current Electoral Division of Residence

No.	Applicant	Division of Residency (address)
1.	Ed Schulze	Division 4 (1 Tenaya Lane, Novato, CA)
2.	Tim Fuelle	Division 3 (28 Balra Dr., Novato, CA)
3.	Gary Butler	Division 2 (44 Marblehead Lane, Novato, CA)
4.	Dale Kline	Division 5 (31-C Oliva Dr., Novato, CA)

Note that Mr. Fuelle has indicated that he is not available to be interviewed on August 5th (today) due to prior commitments made significantly in advance of his knowledge of the Board vacancy. Specifically, he is a Scoutmaster and is leading a backcountry-backpacking trip for his Scout troop in New Mexico through August 7, 2019, and has asked for an interview at 3:00 p.m. on August 8, 2019.

Recommendation

It is recommended that the Board interview Mr. Schulze, Mr. Butler, and Mr. Kline on August 5, 2019 (today), and continue the applicant interview process by scheduling a special Board meeting for 3:00 p.m. on Thursday, August 8, 2019 to interview Mr. Fuelle.


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GOVERNMENT CODE - GOV

TITLE 1. GENERAL [100 - 7914] (*Title 1 enacted by Stats. 1943, Ch. 134.*)

DIVISION 4. PUBLIC OFFICERS AND EMPLOYEES [1000 - 3599] (*Division 4 enacted by Stats. 1943, Ch. 134.*)

CHAPTER 4. Resignations and Vacancies [1750 - 1782] (*Chapter 4 enacted by Stats. 1943, Ch. 134.*)

ARTICLE 2. Vacancies [1770 - 1782]

 (*Article 2 added by Stats. 1943, Ch. 134.*)

- 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, 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, 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.

(Amended by Stats. 2007, Ch. 343, Sec. 4. Effective January 1, 2008.)

**NOVATO SANITARY DISTRICT
BOARD APPOINTMENT APPLICATION**

(Note: This application will be held on file for six months only).

To: Board of Directors
Novato Sanitary District

Date: 7-10-2019

I request that you consider my application for the current vacancy on the Board of Directors of the Novato Sanitary District (District). I am aware that the Board meets regularly on the 2nd Monday of each month at 5:30 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.

E. R. Schulze
Signature

ED SCHULZE
Name (print)

1 TENAYA LANE
Residence address

C 415 987-8952
Contact telephone

EDWARDSCHULZE@COMCAST.NET
Contact e-mail address

Years lived in the Novato area 27

Years lived in Marin County 15

RETIRED
Employer Address Telephone

1. Briefly describe your educational background*: REDWOOD SH, CON, NUMEROUS ADMIN & SUPERVISORY GOVT COURSES, NOVATO LEADERSHIP CLASS, NOVATO PLANNING ACADEMY, NOVATO P.D. CITIZEN ACADEMY, MARIN CO. SHERIFF CITIZEN ACADEMY

2. Briefly describe your employment background*: 36+ YEARS AT MARE ISLAND NAVAL SHIPYARD (1959-1996), STARTING AS AN APPRENTICE ELECTRICIAN AND RETIRING AS A DEPARTMENT ADMIN OFFICER

3. Describe your recent civic and community activities*: NOVATO STREETSCAPE COMMITTEE, STREET IMPROVEMENT OVERSIE COMMITTEE, CITIZEN OF YEAR 2017, MARIN DISASTER COUNCIL, MAJOR CRIMES TASK FORCE OVERSIE COMM, MARIN FISH & WILDLIFE COMMISSION, MARIN / SONOMA MOSQUITO AND VECTOR CONTROL DISI, MARIN CONSERVATION LEAGUE - AGRICULTURAL USE COMMITTEE.

RECEIVED
AUG 10 2019

4. Briefly list possible areas of conflict of interest*: THE MOSQUITO DISTRICT
PROVIDES SERVICE TO SANITARY DISTRICT PROPERTY.

5. Please briefly explain your interest in serving on the Board of Directors*: _____
TIME TO CUT-BACK ON SOME OF MY TIME CONSUMING ACTIVITIES AND
CONCENTRATE ON THE IMPACT OF NOVATO'S "BIG PICTURE" FUTURE GROWTH,

*Add no more than one additional sheet, if needed.

The completed Application Form (and any supporting materials) must be received by the District no later than **4:30 p.m., Wednesday, July 24, 2019**. Application materials may be transmitted by any of the below methods:

- By Mail to:
Board Member Appointment
Attention: District Secretary
Novato Sanitary District
500 Davidson Street, Novato, CA 94945
- By Fax to: (415) 898-2279, Attention: District Secretary
- By email to: District Secretary sandeepk@novatosan.com

**Novato Sanitary District
 Board Appointment Application**

(Note: This application will be held on file for six months only).

To: Board of Directors
 Novato Sanitary District

Date: 7/19/2019

I request that you consider my application for the current vacancy on the Board of Directors of the Novato Sanitary District (District). I am aware that Board meets regularly on the 2nd Monday of each month at 5:30 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.

Tim Fuelle
 Signature

Tim Fuelle
 Name (print)

28 Balra Drive
 Resident Address

415-640-8218
 Contact telephone

timfuelle@gmail.com
 Contact e-mail address

Years lived in Novato area: 30

Years lived in Marin County: 31

East Bay MUD	375 Eleventh Street Oakland CA	510-287-1324
Employer	Address	Telephone

1. Briefly describe your educational background.
- High School: Rim of the World/San Marin HS, graduated
 - College of Marin
 - University of California, Berkeley, B.S. Civil Engineering

Other College Courses Taken

- Design of Lateral Forces for Buildings, UC Extension, 3 units
- Principles of Water Treatment, UC Extension, 3 units
- Accounting, College of Marin, 8 units
- Small Business, College of Marin, 3 units
- Welding, College of Marin, 4 units

- Employee Training: Taken over 100 training courses in subject areas such as: Management and Supervisory Training courses; Construction Safety related courses; California Environmental Quality Act; CPR/First Aid/AED; National Incident Management System/Standardized Emergency Management System; Arc GIS/Info Water (water distribution analysis program) and other general software programs.

2. Briefly Describe your employment Background

East Bay Municipal Utility District, March 1995 to present, full time position, various positions held in the Project Management of Planning, Design and Construction projects related to the improvements and replacement of distribution facilities, pipelines, and occupied buildings.

- URS Consultants/John A. Blume, December 1988 to November 1994, full time position, performed structural engineering functions.
- URS Consultants/John A. Blume, August 1987 to December 1988, part-time position, processed seismic signals of ground motions resulting from under nuclear testing
- IXC Inc. June 1987 to August 1987, part-time position, performed laboratory testing and field inspections on residential homes and a public school remodel.
- Jack Piccoli General Contractor, June 1982 to June 1987, part-time, laborer for residential remodel projects.

Project Management Summary

Facilities Engineering: Currently an Associate Civil Engineer in the Facilities Engineer sections of the Engineering Service division (2013 & 2015-present). My responsibilities include managing the planning, design, and construction teams for occupied facilities improvement projects.

Planning Project Management: As an Associate Civil Engineer in the Facilities Unit of the Water Distribution Planning division (from 2005 to 2015), my responsibilities included: managing complex projects related to replacement, improvement, and renewal of distribution infrastructure facilities and pipelines; and preparation of various planning level documentations such as facility outage plans, feasibility studies, facility plans (including alternatives), CEQA reports, and project transfer memos. Hired and managed specialty firms, through professional service agreements, to develop studies for CEQA document preparations. Firms included traffic, noise, air quality, landscape architecture, hydrology, biological, and arborists specialists. Presented project details and studies to the public as well as received public input through the public outreach process. Presented project finding to EBMUD's Board of Directors. Also provide planning support during design and construction as the need arises.

Construction Management: As an Associate Civil Engineer (Construction Contract Manager), managed four large construction projects ranging from \$4.1M to \$8.2M from the period of 2000 to 2005. Project role: ensured contract compliance with design intent; maintained contract schedule to

reduce claim potential; and kept both the contract awarded project and construction management costs within allocated budget. Other duties: Solved problems that arose during construction; organized and set priorities to meet the project schedule; adjusted priorities in anticipation of potential pitfall situations; coordinated the efforts of the construction team and other agencies; and provided oversight of team member's efforts. Also negotiated and resolved change orders; held hearings with the contractor to determine and analyze claim dispute by reviewing underlying facts, entitlement and schedule analysis impacts; worked with staff resources to resolve technical issues related to the dispute; hired expert witnesses to assist in resolving technical portion of disputed items; and worked with legal department for matters related to legal disputes.

Design: Design Project Manager for several past tank and pipeline rehabilitation projects (1995 to 2000). Project role: evaluated final selection of facilities to be upgraded, identified schedule, scope & budget; developed work plan matrix to define project needs; identified key project resources such as geotechnical, surveying, drafting, electrical, and mechanical work; and assembled the design team. A key challenge on one design project occurred mid-way through the project when the District's Specification and Cost estimating supervisor indicated he did not have sufficient resources to support this project even though he committed to provide support at the beginning of the project. I took over his roles to keep the project on schedule: performed Bid and Award duties, developed the specification and construction estimates; coordinated advertisement and printings; developed the bidder's list; and conducted the pre-bid-walk.

3. Describe your recent civic and community activities.

Saint Anthony: Faith Formation instructor (Bible Study) for grammar aged children 2007-2017

Novato South Little League Baseball: Assistant Coach, 2009-2011

Novato Riptide: Team Photographer, 2009-2012

BSA Troop 42 Novato: Assistant Scout Master from 2013-2015; Scout Master from 2015 to 2018;
Currently -Assistant Scout Master

4. Briefly list possible areas of conflict of interest

Currently employed with East Bay Municipal Utility District with a Civil Servant Status

5. Please briefly explain your interest in serving on the Board of Directors

I would be honored to serve on the Board of Directors with the intent to serve and represent our local community for purposes of maintaining Novato Sanitary District existing quality of services and with the intent to improve the quality of services where feasible. Additionally, my background as an employee for a municipal utility district will help bring a unique perspective to the Board in implementing board actions.

Dale Thrasher

From: Sandeep Karkal
Sent: Monday, July 22, 2019 10:03 AM
To: Dale Thrasher
Subject: FW: Board Member Appointment
Attachments: Tim Fuelle -Application for Director NSD.pdf; Tim Fuelle -Application for Director NSD.pdf.docx

For the Board vacancy/appointment file.

Thanks,
Sandeep

From: Tim Fuelle <abbeyfuelle@aol.com>
Sent: Friday, July 19, 2019 9:49 PM
To: Sandeep Karkal <sandeepk@novatosan.com>
Subject: Board Member Appointment

Mr. Sandeep Karkal:

Please find attached, my application for the current vacancy on the Board of Directors. I will be out of town from June 21 to August 7 and hoping that if my application is considered by the Board, that I could make arrangements to meet with the Board on the afternoon of August 8. Alternatively, I could be reached by phone on August 5; however, I will be traveling by vehicle from New Mexico and there might be areas along the traveling route that may not have cell phone coverages.

Additionally, it is my understanding that this vacancy position will become a Division 3 seat in the 2022 election. After reviewing the boundaries, I live within Division 3, and would commit to "run" for this seat.

Sincerely,

Tim Fuelle

**NOVATO SANITARY DISTRICT
BOARD APPOINTMENT APPLICATION**

(Note: This application will be held on file for six months only).

To: Board of Directors
Novato Sanitary District

Date: July 20, 2019

I request that you consider my application for the current vacancy on the Board of Directors of the Novato Sanitary District (District). I am aware that the Board meets regularly on the 2nd Monday of each month at 5:30 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.



Signature

Gary Butler

Name (print)

44 Marblehead Lane, Novato, CA

Residence address

415-717-5598

Contact telephone

gary.g.butler@sbcglobal.net

Contact e-mail address

Years lived in the Novato area 19

Years lived in Marin County 19

Self

85 Galli Dr., Ste F, Novato, CA

415-897-5000

Employer

Address

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

*Add no more than one additional sheet, if needed.

The completed Application Form (and any supporting materials) must be received by the District no later than **4:30 p.m., Wednesday, July 24, 2019**. Application materials may be transmitted by any of the below methods:

- By Mail to:
Board Member Appointment
Attention: District Secretary
Novato Sanitary District
500 Davidson Street, Novato, CA 94945
- By Fax to: (415) 898-2279, Attention: District Secretary
- By email to: District Secretary sandeepk@novatosan.com

Gary Butler

Addendum

1. Education:

BSBA, Accounting, University of San Francisco
MBA, Finance, University of San Francisco

2. Employment:

State Farm, Novato, Agency owner

Fireman's Fund, Novato, Vice President

General Electric, San Francisco, Overland Park, KS & San Rafael, finance and operations positions within the reinsurance and long term care insurance divisions.

Kemper Insurance, San Francisco, Commercial Underwriter

3. Civic & Community:

Marin County, Flood Control Zone #1, Board member

Novato Sanitary District, former Director

Novato Planning Commission, former Commissioner

Rotary Club of Ignacio, Board member and past president

Marin Council, Boy Scouts of America, Executive Board member

4. Possible conflict of interest:

No known conflict.

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 well run and in financial good health. I believe my experience in risk management, business operations, finance and customer focus will allow me to contribute in these areas as part of a collaborative board.

I have a demonstrated ability to work well with the existing board members and the General Manager – Chief Engineer and would be able to contribute immediately.

**NOVATO SANITARY DISTRICT
BOARD APPOINTMENT APPLICATION**

(Note: This application will be held on file for six months only).

To: Board of Directors
Novato Sanitary District

Date: July 24, 2019

I request that you consider my application for the current vacancy on the Board of Directors of the Novato Sanitary District (District). I am aware that the Board meets regularly on the 2nd Monday of each month at 5:30 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.



Signature

Dale Kline
Name (print)

31-C Oliva Dr.
Residence address

415-717-2465
Contact telephone

klinefamily1@comcast.net
Contact e-mail address

Years lived in the Novato area 20

Years lived in Marin County 21

<u>Sutter Insurance Company, Inc</u>	<u>1301 Redwood Blvd, Petaluma</u>	<u>707-793-0808</u>
Employer	Address	Telephone

1. Briefly describe your educational background*:
University of California, San Diego 3 years

2. Briefly describe your employment background*:
2005 - Present Operations Manager, Sutter Insurance Company
2002 - 2005 VP Operations, Seaway Towing
1998 - 2002 VP Operations, Marin Tug & Barge

3. Describe your recent civic and community activities*:
2018-Present Novato Chamber of Commerce Board Member, 2013-Present Novato Paint the Town Red Board Member, 2009-Present Novato Foundation for Public Education, School Fuel Board Member, 2009-Present Tour of Novato & Community Fair Executive Director, 2016 Measure G Bond Committee, 2010-2016 NUSD Bond Oversight Committee

4. Briefly list possible areas of conflict of interest*:

As a board member of School Fuel, the Novato Chamber of Commerce and Paint the Town Red I solicit sponsors of our various events which includes soliciting support from the Novato Sanitation District and it's contractors.

5. Please briefly explain your interest in serving on the Board of Directors*:

See attached cover letter

*Add no more than one additional sheet, if needed.

The completed Application Form (and any supporting materials) must be received by the District no later than **4:30 p.m., Wednesday, July 24, 2019**. Application materials may be transmitted by any of the below methods:

- By Mail to:
Board Member Appointment
Attention: District Secretary
Novato Sanitary District
500 Davidson Street, Novato, CA 94945
- By Fax to: (415) 898-2279, Attention: District Secretary
- By email to: District Secretary sandeepk@novatosan.com

Board of Directors of the Novato Sanitary District,

I respectfully request that you consider this application for the current vacancy on the Board of Directors of the Novato Sanitary District. I hope that you will agree that my professional experience, personal skill sets, and proven dedication to the betterment of our community will best serve the needs of the rate payers well.

For more than 40 years of my life, I have dedicated myself to community service. That service, and my leadership skills, were put to the test very early in my life as the first American Red Cross, Youth Disaster Preparedness Team Director for San Diego County, South. As a seventeen year old, I was tasked with supporting the response to the crash of PSA Flight 182, in San Diego. From that nascent beginning to today, I've proven myself at every opportunity to be an asset to the teams and tasks I've committed myself to, no matter how difficult the circumstances may be.

In my current position as Operations Manager with a property and casualty insurer, I'm responsible for underwriting, regulatory compliance, rate setting, and program development. While the skill sets required to accomplish those tasks will serve the District well, it is my past experience in the Marine Oil Transportation industry that is probably most relevant to the open board position. The challenges and risks associated with that industry are very similar to those of the Novato Sanitary District. In my opinion, it is critical that the District be hyper-dedicated to protecting the environment, insuring the safety and wellbeing of its employees, exceeding service level expectations, and strict adherence to regulatory compliance, while being fiscally responsible to the rate payers. While I'm confident that the District management and staff are capable of achieving these objectives, my professional experience gives me a vantage point to provide the governance and fiscal oversight needed to help insure the rate payers are well served.

Since moving to Novato in 1998, I have focused my community service on enriching the education of the youth in our community. This includes serving on many local boards in a variety of roles including past president of the Novato Foundation for Public Education, School Fuel. Ask anyone that has served on a board or committee with me and you will hear that I have always respected the opinions and perspectives of my fellow board members and worked to build consensus, even when that consensus ran contrary to my personal perspective.

In closing, while I have no personal political aspirations, I want to express that I whole heartedly embrace this opportunity to serve our community in this new capacity. I view this simply as a commitment to you and the rate payers to leverage my skills to better serve my community, and nothing more.

Thank you for your consideration of my application. Know that no matter the outcome of your decision, I am dedicated to being of service to our community in any way possible.

Very Sincerely,



Dale Kline