

NOVATO SANITARY DISTRICT

Meeting Date: August 8, 2019

The Board of Directors of Novato Sanitary District will hold a Special meeting at 3:00 p.m. Thursday, August 8, 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 August 5, 2019 special meeting.
5. **BOARD OF DIRECTORS:**
 - a. Interview candidates for open Board position (continued from August 5, 2019 special Board meeting).
 - b. Board deliberations (continued from August 5, 2019 special Board meeting).
 - c. Nomination of new Board member.
 - d. Adopt Resolution No. 3138, appointing new Board member.
 - e. Administration of Oath of Office and Seating of new Board Member.

6. **ADJOURN:**

Next Resolution No. 3139.

Next regular meeting date: Monday, August 12, 2019, 5:30 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: August 5, 2019

A special meeting of the Board of Directors of the Novato Sanitary District was held at 5:30 p.m., Monday, August 5, 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: Erik Brown, Deputy General Manager, Novato Sanitary District
Dale Thrasher, Administrative Services Officer, Novato Sanitary District
Ed Schulze, Novato resident, Board candidate
Dale Kline, Novato resident, Board candidate
Gary Butler, Novato resident, Board candidate

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

- Approve minutes of the June 10, 2019 regular meeting.

On motion of Director Peters, seconded by Director Mariani, and carried unanimously, the Board approved the minutes of the June 10, 2019 regular meeting.

- Approve minutes of the July 1, 2019 special meeting.

On motion of Director Peters, seconded by Director Mariani, and carried unanimously, the Board approved the minutes of the July 1, 2019 special meeting.

BOARD OF DIRECTORS:

- Interview candidates for open Board position. Present at the meeting were three of the four candidates that filed applications with the District for the open Board position: Ed Schulze, Gary Butler, and Dale Kline. The fourth candidate, Tim Fuelle, indicated that he would not be available for the August 5th Special Meeting and had requested an interview for August 8th.

Before the start of the meeting, the three candidates were asked to retire to the break room so that each candidate could be interviewed individually. Prior to this request, they were each informed that because the Board meeting was a public meeting, the Brown Act does not allow the District to enforce this request, but that out of courtesy, the candidates may choose to leave the room during the interview process. The three candidates agreed, and retired to the break room until they were to be called for their interview.

The General Manager outlined the procedure for the interview process and provided a list of sample interview questions to the Board, which would be asked of each candidate as part of the interview process. He stated that the questions had been vetted and used in similar situations in the past. He stated that each candidate would be given these questions to preview in advance of his interview. He stated that 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 the Board questions and discussion. The Board agreed to the process and the questions provided, and the process began with the questions being provided to the first candidate in the small conference room. Thereafter, starting at about 5:51 p.m., the candidates were interviewed in the following order:

1. Ed Schulze
2. Gary Butler
3. Dale Kline

The Board concluded the interviews at about 6:27 p.m.

- Board deliberations: The Board unanimously agreed that all of the candidates were well qualified. However, the Board members agreed to postpone further deliberation until the fourth candidate, Tim Fvette, could be interviewed at a Special Board meeting on August 8, 2019.

- Schedule a special Board meeting for 3:00 p.m., Thursday, August 8, 2019 to continue candidate interview(s). Director Long stated that he had a scheduling conflict, and would not be available until approximately 3:20 p.m. on August 8th. The General Manager requested that the Board meeting begin at 3:00 p.m. with a short announced break thereafter until about 3:20 p.m. to accommodate Director Long.

On motion of Director Mariani, seconded by Director Peters and carried unanimously, the decision was made to continue the process of appointing a new Board member to a Special Board Meeting on August 8th at 3:00 p.m.

ADJOURNMENT: There being no further business to come before the Board, President Dillon-Knutson adjourned the meeting at 6:30 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 8, 2019 AGENDA ITEM NO.: 5.a.-e.
RECOMMENDED ACTION: Adopt Resolution No. 3138 to appoint a Board Member to fill the vacant position on the Board of Directors.	
SUMMARY AND DISCUSSION: <p>At its July 1, 2019 meeting, in accordance with California Government Code (CGC) 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 received applications from the following individuals:</p> <ul style="list-style-type: none"> • Ed Schulze • Tim Fuelle • Gary Butler • Dale Kline <p>Based on their availability, the Board interviewed the following individuals on August 5, 2019:</p> <ul style="list-style-type: none"> • Ed Schulze • Gary Butler • Dale Kline <p>The remaining candidate, Tim Fuelle, had indicated that he would not be available for an in-person interview on August 5th due to prior commitments made significantly in advance of his knowledge of the Board vacancy. Specifically, he indicated that as he is a Scoutmaster, he would be leading a backcountry-backpacking trip for his Scout troop in New Mexico through August 7, 2019, and asked for an interview at 3:00 p.m. on August 8, 2019. The Board agreed to Mr. Fuelle's request at its August 5, 2019 meeting.</p> <p>Following Mr. Fuelle's interview, the Board should vote to select a candidate and adopt Resolution No. 3138 (attached). Note that while a Board decision is required by August 9, 2019 under CGC section 1780, Brown Act noticing requirements mean that the decision cannot be deferred to another time. Effectively, if the Board does not appoint a replacement tonight, then by CGC section 1780, the Board must either schedule a special election for March 3, 2020, or defer action on the vacancy to the County Board of Supervisors.</p> <p>Three (3) affirmative Board votes are required to make an appointment. A Certificate of Appointment has been prepared. Upon successful adoption of Resolution No. 3138, the District Secretary will administer the Oath of Office and the new member will be seated.</p>	
ATTACHMENTS: <ol style="list-style-type: none"> 1. California Government Code section 1780. 2. Copies of individual applications. 3. Resolution No. 3138 "A Resolution Appointing a Director to Fill a Vacancy in an Elective Office". 4. Copy of Certificate of Appointment and Oath of Office. 	
STRATEGIC PLAN INFORMATION: This item addresses Goal 5 (Effective Governance and Administration) of the latest Strategic Plan Update.	
DEPT. MGR.: ssk	GENERAL MANAGER: SSK


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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.


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

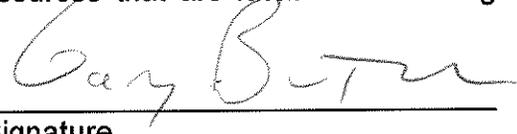
**NOVATO SANITARY DISTRICT
BOARD APPOINTMENT APPLICATION**

(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*:

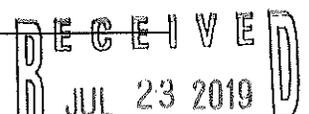
See attached

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

RESOLUTION NO. 3138

**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 June 10, 2019, 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 2020, 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 2022 (“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 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 2020, 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 fifteen (15) days from the date of adoption of this resolution, with the Secretary of State and the County Elections Official of Marin County, the necessary "Statement of Facts", and shall include in the transmittal to said County Elections Official 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 (Government Code Section 1780.(d)(1)).

* * * * *

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 8th day of August 2018, by the following vote:

AYES, and in favor thereof, Members: _____

NOES, Members: _____

ABSENT, Members: _____

President, Board of Directors
Novato Sanitary District

(SEAL)

ATTEST:

Secretary, Board of Directors
Novato Sanitary District

