

# 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 5<sup>th</sup> Special Meeting and had requested an interview for August 8<sup>th</sup>.

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 8<sup>th</sup>. 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 8<sup>th</sup> 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,

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Sandeep Karkal  
Secretary

Julie Hoover, Recording