

NOVATO SANITARY DISTRICT

Board Meeting Minutes

Meeting Date: August 8, 2019

A special meeting of the Board of Directors of the Novato Sanitary District was held at 3:00 p.m., Monday, August 8, 2019, at the District Office, 500 Davidson Street, Novato.

BOARD MEMBERS PRESENT: President Carole Dillon-Knutson, Directors Jean Mariani and Jerry Peters. Director William Long joined the meeting at 3:22 p.m.

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

ALSO PRESENT:

Dale Thrasher, Administrative Services Officer, Novato Sanitary District
Dale Kline, Novato resident, Board candidate
Gary Butler, Novato resident, Board candidate
Tim Fuelle, Novato resident, Board candidate
Erik Brown, Deputy General Manager (joined the meeting at 3:23 p.m.)

The General Manager stated that Director Long was not available at the start of the meeting due to a scheduling conflict (CASA conference call). He suggested that the Board meeting proceed, but that a short break be declared after candidate Fuelle is excused to review his interview questions. He then stated that the meeting could be resumed when Director Long was able to rejoin the meeting. President Dillon-Knutson agreed and the meeting continued.

PLEDGE OF ALLEGIANCE:

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENT: None.

REVIEW OF MINUTES:

- Approve minutes of the August 5, 2019 special meeting.

On motion of Director Peters, seconded by Director Mariani, and carried unanimously, the Board approved the minutes of the August 5, 2019 special meeting.

BOARD OF DIRECTORS:

- Interview candidates for open Board position (continued from August 5, 2019 special Board meeting). The General Manager stated that the special meeting was a continuation of the process from Monday's special meeting, and was for the purpose of allowing candidate Tim Fuelle to interview for the open Board position. He stated that three of the four candidates were in attendance: Dale Kline, Gary Butler, and Tim

Fuette. (The fourth candidate, Ed Schulze, was not present.) The General Manager outlined the procedure for the interview process and stated that the format would be the same as at the August 5th meeting: the candidate's interview would be scheduled for about 15-minutes, allowing 5 minutes to make an opening statement and the remaining ten minutes for Board questions and discussion. The questions were provided to the candidate and he was retired to the break room until he would be called for his interview.

At 3:08 p.m. President Dillon-Knutson declared a recess until Director Long could join the meeting.

At 3:22 p.m. Director Long joined the meeting.

At 3:23 p.m. President Dillon-Knutson reconvened the meeting. Mr. Fuette was then called from the break room and the interview process began.

The Board concluded the interview for Mr. Fuette at 3:40 p.m.

- Board deliberations (continued from August 5, 2019 special Board meeting):

President Dillon-Knutson and the Board members thanked the candidates, and unanimously agreed that the decision to choose only one of the candidates as the new Director would be difficult because each would bring distinctive qualities to the position.

The Board discussed the unique qualifications of each candidate.

- Nomination of new Board member. Director Mariani moved to nominate Tim Fuette. She stated that Mr. Fuette brings a particular knowledge and breadth of experience to the position, and noted that he also resides in District 3, which is open at this time.

Director Long moved to nominate Gary Butler. He stated that Mr. Butler has particular strengths that complement the District such as risk-management knowledge, as well as having past experience as a Novato Sanitary District Board member.

Discussion followed and legal counsel informed the Board on to how to proceed with a formal nomination.

On motion of Director Mariani, seconded by Director Dillon-Knutson and carried unanimously, the Board appointed Mr. Timothy Fuette to fill the Novato Sanitary District Board vacancy.

- Adopt Resolution No. 3138, appointing new Board member.

On motion of Director Long, seconded by Director Peters, and carried unanimously, the Board adopted Resolution No. 3138: A Resolution Appointing a Director to Fill a Vacancy in an Elective Office.

- Administration of Oath of Office and Seating of new Board member. The General Manager proceeded to administer the Oath of Office to Mr. Timothy Fuelle.

ADJOURNMENT: There being no further business to come before the Board, President Dillon-Knutson adjourned the meeting at 3:37 p.m.

Respectfully submitted,

Sandeep Karkal
Secretary

Julie Hoover, Recording