



NORTH MARIN WATER DISTRICT
AGENDA - SPECIAL MEETING
 August 22, 2017 – 6:00 p.m.
 District Headquarters
 999 Rush Creek Place
 Novato, California

Information about and copies of supporting materials on agenda items are available for public review at 999 Rush Creek Place, Novato, at the Reception Desk, or by calling the District Secretary at (415) 897-4133. A fee may be charged for copies. District facilities and meetings comply with the Americans with Disabilities Act. If special accommodations are needed, please contact the District Secretary as soon as possible, but at least two days prior to the meeting.

Est. Time	Item	Subject
6:00 p.m.	1.	CALL TO ORDER and ACCEPT AGENDA
	2.	OPEN TIME: (Please observe a three-minute time limit) This section of the agenda is provided so that the public may express comments on any issues not listed on the agenda that are of interest to the public and within the jurisdiction of the North Marin Water District. When comments are made about matters not on the agenda, Board members can ask questions for clarification, respond to statements or questions from members of the public, refer a matter to staff, or direct staff to place a matter of business on a future agenda. The public may also express comments on agenda items at the time of Board consideration.
	3.	BOARD VACANCY CANDIDATE INTERVIEWS AND APPOINTMENT
	4.	SWEARING-IN OF APPOINTED BOARD MEMBER
8:00 p.m.	5.	ADJOURNMENT

MEMORANDUM

To: Board of Directors
From: Drew McIntyre, General Manager
Subject: Interviews with Prospective Board Members
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August 18, 2017

RECOMMENDED ACTION: Board Interview the Candidates and Make Appointment

FINANCIAL IMPACT: None at this time

Letters have been sent to the candidates for the current Board vacancy informing them of the scheduled interviews as shown below to be held on Tuesday, August 22, 2017, beginning at 6:00 p.m.

6:00 p.m.	Gary Butler
6:20 p.m.	Brigid Flagerman
6:40 p.m.	James Grossi
7:00 p.m.	Henry Rolph

Candidates will be given three to five minutes to make an opening statement. Ten to twelve minutes of the remaining time will be for questioning from the Board. This provides a 5-minute gap between interviews enabling transition and some additional time should a particular candidate response need further clarification. The District Secretary will keep track of time and notify the Board and the applicant when one minute remains in the opening statement and interview.

Upon completion of all interviews, the Directors will individually indicate their ranked choices on a written ballot (Attachment 1) ranking 1 through 4, respectively, after which points will be totaled for each candidate. The General Manager will tally the scoring and read it aloud. Should individual vote information be desired by the Board, candidates or public it will be disclosed. The process will be repeated until one candidate receives a sufficient score prompting a Board member to make a motion for appointment. Appointment of a new Board member requires an affirmative vote by three directors. Once appointed, the District Secretary will swear in the new member. (Attachment 2)

The candidate letters of interest have previously been provided to the Board. Should you need replacements for Tuesday night, please let me know.

RECOMMENDATION

Board interview the candidates and make appointment.

BOARD APPOINTMENT BALLOT

August 22, 2017

Candidate Ranking 1 through 4

	Round 1	Round 2	Round 3	Round 4
Gary Butler				
Brigid Flagerman				
James Grossi				
Henry Rolph				

Ranking Legend:

First Choice = 1

Second Choice = 2

Third Choice = 3

Fourth Choice = 4

CERTIFICATE OF APPOINTMENT AND OATH OF OFFICE

State of California
County of Marin

I, Katie Young, Secretary of North Marin Water District, Novato, California, do hereby certify that at a special meeting of the Board of Directors of North Marin Water District held on August 22, 2017, _____ was appointed by the Board of Directors to the office of Director, North Marin Water District.

In witness whereof, I have hereunto affixed my hand and seal this 22nd day of August, 2017

Katie Young, District Secretary
North Marin Water District

State of California
County of Marin

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Subscribed and sworn to before me, this 22nd day of August 2017

Katie Young, District Secretary
North Marin Water District