



NORTH MARIN WATER DISTRICT
AGENDA - SPECIAL MEETING
 December 13, 2022 – 6:00 p.m.
 District Office
 100 Wood Hollow Drive
 Novato, California

Information about and copies of supporting materials on agenda items are available for public review at the District Office, at the Reception Desk, by calling the District Secretary at (415) 897-4133 or on our website at nmwd.com. 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.

ATTENTION: This will be an in-person meeting.

Est. Time	Item	Subject
6:00 p.m.		CALL TO ORDER
	1.	<i>OPEN TIME: (Please observe a three-minute time limit)</i> 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.
	2.	BOARD VACANCY CANDIDATE INTERVIEWS AND APPOINTMENT
	3.	SWEARING-IN OF APPOINTED BOARD MEMBER
9:00 p.m.	4.	ADJOURNMENT

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MEMORANDUM

To: Board of Directors

Date: December 13, 2022

From: Tony Williams, General Manager *TW*

Subject: Interviews with Board Director Candidates and Director Appointment

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RECOMMENDED ACTION: That the Board:

- 1) Hold Candidate Interviews for Board Director
- 2) Make an Appointment for Director

FINANCIAL IMPACT: None at this time

The following candidates provided a letter of interest prior to the deadline and are here tonight for interviews following the schedule below based on an alphabetic listing by last name.

Time	Candidate Name
6:05 p.m.	Ken Eichstaedt
6:35 p.m.	Mary Stompe

Candidates will be given three to five minutes to make an opening statement. The remaining 15 to 20 minutes will be used for questioning from the Board using the attached interview questions (Attachment 1). The schedule 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 interview.

Upon completion of all interviews, the Directors will individually indicate their ranked first and second choices on a written ballot (Attachment 2) using a score of 2 or 1, 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, the candidates or the public, it will be disclosed. Assuming that one candidate receives a sufficient score, this will prompt 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 3), under Agenda Item #3.

RECOMMENDATION

That the Board: 1) Conduct candidate interviews; and 2) Appoint a new Director.

ATTACHMENTS:

1. Interview Questions
2. Board Ranking Form
3. Certificate of Appointment and Oath of Office

Question for Board Applicant Interviews

December 13, 2022

1. Why do you want to serve as a Board Director? What makes you the best candidate?
2. How would you respond if an individual customer came to you outside of a Board meeting and requested a variance from District policy?
3. What do you know about the North Marin Water District?
4. What do you believe are the 2 to 3 top issues facing the District right now?
5. What issues facing the district are personal for you or have special meaning to you?
6. Tell us what you know about special districts and their role in local and county government.
7. Can you imagine a situation such as a Board action or discussion agenda item in which you might have a conflict of interest, and if so what would be your response?
8. Do you have any additional questions for the Board at this time or anything you want to add?

BOARD APPOINTMENT BALLOT

December 13, 2022

Candidate Ranking 1 through 2

Candidate	Round 1 Ranking Score	Round 2* Ranking Score
Ken Eichstaedt		
Mary Stompe		

Ranking Scoring

Legend:

First Choice = 2

Second Choice = 1

**If needed*

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CERTIFICATE OF APPOINTMENT AND OATH OF OFFICE

State of California
County of Marin

I, Theresa Kehoe, 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 December 13, 2022, _____ 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 13th day of December, 2022

Theresa Kehoe, 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 13th day of December 2022

Theresa Kehoe, District Secretary
North Marin Water District

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