



May 11, 2016

The Honorable Judge Kelly V. Simmons  
Marin County Superior Court  
P.O. Box 4988  
San Rafael, CA 94913-4988

Victoria Harrison, Foreperson Pro tem  
Marin County Grand Jury  
3501 Civic Center Drive, Room #275  
San Rafael, CA 94903

**Subject: Central Marin Sanitation Agency's Response to the March 17, 2016, Marin County Civil Grand Jury Web Transparency Report Card**

Dear Honorable Judge Simmons and Foreperson Pro tem Harrison,

Central Marin Sanitation Agency's (CMSA) Board of Commissioners reviewed and discussed the Grand Jury's March 17 Web Transparency Report Card at their April 12 Board meeting. At that meeting, staff reviewed the Grand Jury's preliminary and final CMSA website audit findings, and the Web Transparency Report Card's findings and recommendations. On May 10, the CMSA Board reviewed then approved the Agency's response, and directed me to submit it.

The CMSA Board appreciates the Grand Jury's work on the audits and report, and the opportunity to respond to the report's recommendation for the Agency. CMSA staff has made several improvements to the Agency website based on audit findings, and the Board believes that the CMSA website meets the Grand Jury's website transparency criteria for a Joint Powers Agency.

If you would like to discuss the Agency's website improvements or the Agency's response to the Web Transparency Report Card's recommendation, please contact me at 415-459-1455, extension 145, or at [jdow@cmsa.us](mailto:jdow@cmsa.us).

Sincerely,

Jason Dow  
CMSA General Manager

Attachments

- Response to Grand Jury Report
- Statement of Facts Roster of Public Agencies Filing

## RESPONSE TO GRAND JURY REPORT

Report Title: 2015-16 Web Transparency Report Card: Bringing Marin County's Local Government to Light

Report Date: March 11, 2016

Agenda Date: May 10, 2016

Response by: Kathy Hartzell Title: Chair, Board of Commissioners

### FINDINGS

- I (we) agree with the findings numbered: F1 THROUGH F5
- I (we) disagree *partially* with the findings numbered: NONE
- I (we) disagree *wholly* with the findings numbered: NONE

(Attach a statement specifying any portions of the findings that are disputed; include an explanation of the reasons therefor.)

### RECOMMENDATIONS

- Recommendations numbered R2 have been implemented.  
(Attach a summary describing the implemented actions.)
- Recommendations numbered \_\_\_\_\_ have not yet been implemented, but will be implemented in the future.  
(Attach a timeframe for the implementation.)
- Recommendations numbered \_\_\_\_\_ require further analysis.  
(Attach an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report.)
- Recommendations numbered \_\_\_\_\_ will not be implemented because they are not warranted or are not reasonable.  
(Attach an explanation.)

Date: May 10, 2016 Signed: 

Number of pages attached 1

**Attachment - Summary**

**Central Marin Sanitation Agency's Response to the March 17, 2016, Marin County Civil Grand Jury Web Transparency Report Card**

Recommendation #2

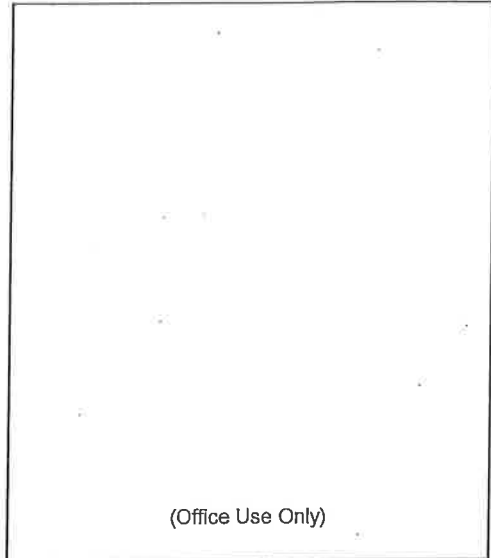
*The Agency should file and keep updated its Statement of Facts with the California Secretary of State and the Marin County Clerk as Required by California Code 53051.*

CMSA has completed and filed the Statement of Facts form, which was brought before the Board of Commissioners at the May 10, 2016 meeting, and was approved and signed by the Chair, Kathy Hartzell. The Agency will file an updated Statement of Facts form as required by code when a change is made in members of the governing board.



State of California
Secretary of State

STATEMENT OF FACTS
ROSTER OF PUBLIC AGENCIES FILING
(Government Code section 53051)



Instructions:

- 1. Complete and mail to: Secretary of State, P.O. Box 942870, Sacramento, CA 94277-2870 (916) 653-3984
2. A street address must be given as the official mailing address or as the address of the presiding officer.
3. Complete addresses as required.
4. If you need additional space, attach information on an 8 1/2" X 11" page, one sided and legible.

New Filing [checked] Update [ ]

Legal name of Public Agency: CENTRAL MARIN SANITATION AGENCY

Nature of Update:

County: MARIN

Official Mailing Address: 1301 ANDERSEN DRIVE, SAN RAFAEL, CA 94901

Name and Address of each member of the governing board:

Chairman, President or other Presiding Officer (Indicate Title): CHAIR

Name: KATHLEEN HARTZELL Address: CITY OF LARKSPUR, 400 MAGNOLIA AVENUE, LARKSPUR, CA 94939

Secretary or Clerk (Indicate Title): SECRETARY

Name: ALBERT BORO Address: CMSA, 1301 ANDERSEN DRIVE, SAN RAFAEL, CA 94901

Members:

Name: MARIBETH BUSHEY Address: CITY OF SAN RAFAEL, 1400 FIFTH AVENUE, SAN RAFAEL, CA 94901

Name: DIANE FURST Address: TOWN OF CORTE MADERA, 300 TAMALPAIS DRIVE, CORTE MADERA, CA 94925

Name: FRANK EGGER Address: ROSS VALLEY SANITARY DISTRICT, 2960 KERNER BLVD., SAN RAFAEL, CA 94901

Name: MARY SYLLA Address: ROSS VALLEY SANITARY DISTRICT, 2960 KERNER BLVD., SAN RAFAEL, CA 94901

Name: Address:

RETURN ACKNOWLEDGMENT TO: (Type or Print)

NAME CENTRAL MARIN SANITATION AGENCY

ADDRESS 1301 ANDERSEN DRIVE

CITY/STATE/ZIP SAN RAFAEL, CA 94901

May 10, 2016

Date

Handwritten signature of Kathleen Hartzell

Signature

Kathleen Hartzell, Chair

Typed Name and Title