

July 4, 2016

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Marin City Community Services District
630 Drake Ave
Marin City, CA 94965

Marin Civil Grand Jury
Jack Nixon, Foreperson
3501 Civic Center Drive
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RE: Marin City Community Services District (MCCSD) response to
Web Transparency Report Card

Members of the Civil Grand Jury:

Thank you for this opportunity to respond to your report dated March 17, 2016.

Marin City is an unincorporated community located on the southernmost tip of Marin County. The community consists of several thousand residents and is very close knit. Your report graded the MCCSD with an 'F' concerning the transparency of our website.

Upon reviewing your report we agree that our website does not fully meet the criteria for public information access as defined by your checklist criteria. However the MCCSD strives, in spite of our limited resources, to optimize public access to all records covered by the California freedom of information laws.

We will respond to each of the items outlined on your Web Transparency Check List:

1. Overview

The 'About Us' button on the website does in fact contain our Mission Statement, and a brief description of our service functions. It also outlines our Strategic Plan and Strategies. The 'Services' button on the website provides a comprehensive list and description of the core services provided by the district;

2. Budget

We agree that the website does not post budget information for the four year period recommended in your report. However, MCCSD submits its budget annually for review by the county Treasurer and the Board of Supervisors. We will comply with your recommendation to Post the budget on the MCCDD website as soon as our final budget has been approved by MCCSD's Board of Directors. We don't currently have a reserve fund policy, but will create one per your recommendation.

3. Meetings

As reflected in the governance section of our website, our Board meets on the first Thursday of the month and the meetings are noticed as required by law. Ironically, the 2016 July meeting will be the first meeting in memory cancelled due to the absence of a quorum of the board.

Our meeting agendas are archived in the manner you recommend. We admit that we are tardy in posting meeting minutes. Our Board of Directors has made it a priority to bring our minutes up to date and post them per your recommendation;

4. Elected and Appointed officials

The 'About Us' tab on the MCCSD website provides a link to detailed biographies of our Board of Directors including the year each took office. We agree that the site should be expanded to include the terms of office. It should be noted that the 'Contact Us' button on the website provides information needed to contact the agency. It does not provide contact information for individual directors. Similarly, the agency budget contains a line item for directors' compensation, it does not provide that information vis-à-vis individual directors. We agree that perhaps the general compensation policy for Directors should be included but listing compensation or contact information regarding individual Directors is a matter that must be considered by the Board. Although election procedures and deadlines are a matter of public record, we agree to provide that information on the website. Finally, we do not currently have a reimbursement policy, but will create per your recommendation.

5. Administrative Officials

The 'About Us' tab on the website provides the title and background of permanent staff. We believe that the information is clear as to the lines of authority within the Agency. As discussed above, contact information is available in a different area of the website.

As to posting employee salaries and benefits we agree that it is public information.

Each position salary is reflected as a line item in our budget. Thus, posting the budget on the Website should substantially comply with your recommendation.

6. Audits

Much to our chagrin we are behind in our audit requirements. The Board was made aware of this deficiency recently and has budgeted sufficient funds to bring our audits up to date. That process has already begun. We will comply with your recommendation as soon as our audits are complete.

7. Contracts

We agree with your recommendation. We will strive to post current vendor contracts of 25K or more on the website. With regard to RFP's, we have no RFP's outstanding at this time. However, in the past we have made every effort to widely disseminate this information.

8. Again, the Freedom of Information Act is a matter of public record. If posting the law on our website furthers its objective, then we will do so.

9. Revenue Sources

We agree with your findings.

10. Agency Specific

Special Districts are authorized by the provisions of the California Government Code section 61110 et. seq. These laws are not only a matter of public record but a detailed, specific and complicated body of law constantly subject to amendment. Requiring a small agency like ours to post and update the law in our opinion constitutes an unnecessary and onerous burden. Finally, we agree to provide board member ethics training.