

February 14, 2017

Mr. Jay Hamilton-Roth  
Foreperson  
Marin County Civil Grand Jury

Re: 2015-16 Web Transparency Report Card (March 10, 2016)

Dear Mr. Hamilton-Roth,

This letter is in response to your inquiry dated February 1, 2017. It stated that the Sewerage Agency of Southern Marin (SASM) did not respond to your previous inquiry in a letter dated September 27, 2016. The recommendations in question are R1 (updating website and submitting self-audit) and R3 (compensation of elected officials, officers and employees). Enclosed please find responses to these recommendations.

SASM actually responded to your September 27, 2016 letter on October 11, 2016, by submitting the self-audit form via <https://goo.gl/g10LIG>. I have attached screen shots of the submission. At the end of the self-audit form in the comments section, there is further explanation concerning recommendation R3. I did not realize that a separate response letter was necessary. Please accept my apology.

At this time, SASM will re-submit the self-audit form also because we recently launched a new website. The URL is [www.sasmwwtp.org](http://www.sasmwwtp.org) and the sub-URLs are now different.

Please feel free to contact me if you have any questions. I can be reached at:

SASM Office: (415) 388-2402  
Email: [mgrushayev@cityofmillvalley.org](mailto:mgrushayev@cityofmillvalley.org)

Sincerely,



Mark Grushayev  
Wastewater Manager/SASM

Enclosures (2)

Cc: SASM Board of Directors  
Andrew Poster, Director Dept. of Public Works, City of Mill Valley

Sewerage Agency of Southern Marin (SASM)  
Response to Recommendations  
February 14, 2017

**Recommendations**

**R1.** The agency should improve its web transparency score to B- (or better) by updating its website and submitting the appropriate self-audit form.

**In process.**

SASM's new website went live at the end of December 2016. There is still a considerable amount of information that needs to be transferred to this new site and we are working on it weekly. The self-audit form has been submitted on February 14, 2017.

**R3.** The agency should update its website to include information of the annual compensation of its elected officials, officers and employees and this information should also be submitted to the Controller, as required by Section 12463 and 53909 of the California Government Code.

**Has been implemented.**

Please visit the following pages on our new website:

[http://www.sasmwwtp.org/board/board\\_of\\_commissioners/default.htm](http://www.sasmwwtp.org/board/board_of_commissioners/default.htm)

[http://www.sasmwwtp.org/board/wwtp\\_departments/default.htm](http://www.sasmwwtp.org/board/wwtp_departments/default.htm)

submitted 10-11-16

You are editing your previous response.

Be careful when sharing the URL of this page, because it will allow others to also edit your response.

Use this link to share a blank version of the form.

[https://docs.google.com/forms/d/e/1FAIpQLSdbvwu3nkW1Mh18FZmJQHPWHBchi0gROABPpO\\_i7](https://docs.google.com/forms/d/e/1FAIpQLSdbvwu3nkW1Mh18FZmJQHPWHBchi0gROABPpO_i7)

## Web Transparency Audit For JPAs

The audit is based on best practices for web transparency using ten (10) criteria (indicated by ☑). To indicate this website has a specific feature (e.g., "Mission Statement"), copy the website page's URL into the appropriate blank (e.g., "[http://mywebsite.com/mission\\_statement.html](http://mywebsite.com/mission_statement.html)"). If the website doesn't have a specific feature, leave the URL blank. A hard-to-find document is not considered "in the spirit of transparency" (i.e., non-searchable document or buried in board minutes).

Since there is no partial credit for scoring, ensure that you have ALL of the features for a criteria on your website.

\* Required

Agency Name \*

Sewerage Agency of Sol

Agency's URL

<http://www.cityofmillvalley>

Person Completing This Form \*

JL Sullivan-Paskett

Person Completing This Form's Email \*

[jsullivan-paskett@cityofr](mailto:jsullivan-paskett@cityofr)

 Overview

Mission Statement ("What we do") (URL)

<http://www.cityofmillvalley>

Description of services/functions (URL)

<http://www.cityofmillvalley>

Boundary of service area (URL)

 Budget

Budget for current fiscal year (URL)

<http://www.cityofmillvalley>

Budget for the past three years (URL)

<http://www.cityofmillvalley>

Financial Reserves Policy (URL)

<http://www.cityofmillvalley>

 Meetings

Board meeting schedule (URL)

<http://www.cityofmillvalley>

Archive of Board meeting agendas & minutes for at least the last 6 months (URL)

<http://www.cityofmillvalley>

 Elected or Appointed Officials

Names & contact info of Board Members (URL)

<http://www.cityofmillvalley>

...and terms of office (URL)

<http://www.cityofmillvalley>

**...and compensation (URL)**

As required by AB-2040 ("Compensation of elected officials, officers, and employees: reporting and disclosure"), in effect since January 1, 2015

<http://www.cityofmillvalley>

**...and biography (URL)**

**Election procedure and deadlines (URL)**

**Reimbursement and Compensation Policy (URL)**

<http://www.cityofmillvalley>

## Administrative Officials

**Names of general manager and key staff (URL)**

<http://www.cityofmillvalley>

**...and contact information (URL)**

<http://www.cityofmillvalley>

**... and compensation (URL)**

As required by AB-2040 ("Compensation of elected officials, officers, and employees: reporting and disclosure"), in effect since January 1, 2015

<http://www.cityofmillvalley>

**... and benefits (URL)**

<http://www.cityofmillvalley>

## Audits

**Current audit (URL)**

<http://www.cityofmillvalley>

**Audits for the past three years (URL)**

<http://www.cityofmillvalley>

## Contracts

Current requests for proposals and bidding opportunities, more than \$25,000 in value (URL)

<http://www.cityofmillvalley>

Instructions on how to submit a bid or proposal (URL)

<http://www.cityofmillvalley>

Approved vendor contracts, more than \$25,000 in value (URL)

## Public Records

Online/downloadable Public Records Act (or FOIA) request form (URL)

<http://www.cityofmillvalley>

## Revenue Sources

Summary of fees received (URL)

Examples: sewer hookup fee or charge for services

<http://www.cityofmillvalley>

Summary of revenue sources (URL)

Examples: taxes, grants, and bonds

<http://www.cityofmillvalley>

## JPA Agreement

Copy of Joint Powers Agreement (URL)

As filed and adopted by member agencies

<http://www.cityofmillvalley>

## ? Comments

Comments about this agency's website