

A G E N D A

**SAN RAFAEL SANITATION DISTRICT
BOARD OF DIRECTORS
THURSDAY – APRIL 14, 2016 - 3:30 P.M.
SAN RAFAEL CITY HALL
1400 FIFTH AVENUE – CONFERENCE ROOM 201
SAN RAFAEL, CALIFORNIA 94901**

Members of the public may speak on Agenda items.

1. OPEN PERIOD

Opportunity for the public to address the Board on items not on the agenda.
(Presentations are generally limited to 2 minutes.)

2. MINUTES OF THE MEETING

Request approval as submitted – March 10, 2016.

3. PAYMENTS

Request approval as submitted.

4. OLD BUSINESS

None scheduled.

5. NEW BUSINESS

- a. Adopt resolution authorizing District Manager/District Engineer to execute a Professional Services Agreement with Miller Pacific Engineering Group for geotechnical observation and testing services for the Lincoln Avenue Sewer Improvement Project.
- b. Review Budget Status Report for the period 10-1-15 through 12-31-15.
- c. Adopt resolution authorizing the District Manager/District Engineer to sign an Amendment to Agreement with Park Engineering for additional inspection related services for various projects.

6. INFORMATIONAL ITEMS

- a. Marin County Civil Grand Jury Report: 2015-16 Web Transparency Report Card, "Bringing Marin County's Local Governments to Light."

7. DIRECTOR REPORTS/REQUESTS FOR FUTURE AGENDA ITEMS

8. ADJOURNMENT

The next scheduled meeting is Thursday, May 12, 2016.



SAN RAFAEL SANITATION DISTRICT
Minutes of the Meeting
March 10, 2016

Regular Meeting

City of San Rafael
 CDD Conference Room
 1400 Fifth Avenue
 San Rafael, CA 94901

The meeting was called to order at 3:42 P.M. by Chairman Phillips.

Attendance Board: Gary O. Phillips, Chairman
 Maribeth Bushey, Secretary/Director
 Katie Rice, Director

Attendance Staff: Doris Toy, District Manager/District Engineer
 Karen Chew, Senior Civil Engineer
 Cynthia Hernandez, District Secretary

Attendance Others: Kerry Laiw Gerchow, Deputy County Counsel

1. **OPEN PERIOD** - No persons were present to address the Board.

2. **MINUTES OF FEBRUARY 11, 2016.**

MOTION by Director Rice, seconded by Director Bushey, to approve the minutes of the February 11, 2016, meeting as presented.

AYES: Director Bushey, Director Rice, Chairman Phillips

NOES: None

ABSENT: None

Motion Carried

3. **PAYMENTS**

MOTION by Director Bushey, seconded by Director Rice, to approve the payments for February 2016 in the amount of \$883,778.53 for maintenance and operation of the District and for capital improvements.

AYES: Director Bushey, Director Rice, Chairman Phillips

NOES: None

ABSENT: None

Motion Carried

4. **OLD BUSINESS**

None.

5. NEW BUSINESS

a. Report on bid opening for the Lincoln Avenue Sewer Improvement Project, Paloma Avenue to Prospect Drive, and adopt resolution to award contract.

District Manager Toy reported that that this is the third phase of the Lincoln Avenue Project, which has been going on for the past few years. She reported that the first phase was in the downtown area, from Second Street to Mission Avenue, and the second phase, which was completed last year, was from Mission Avenue to Paloma Avenue. She then reported that this third phase, from Paloma Avenue to Prospect Drive, is approximately a mile long and will take about 7 months of construction to complete. Manager Toy reported that the District is trying to complete this work before the SMART Train begins passenger service at the end of the year. Next, she reported that two alternate bid sections had been added to the bid form, Additive Alternate A and Additive Alternate B. She reported that Additive Alternate A is for micro-surfacing, which is a type of asphalt pavement restoration, and Additive Alternate B is for replacing the corrugated metal storm drain pipe. She also reported that Additive Alternate B will be included in the contract, and the City will reimburse the District for replacing the storm drain pipe; but Additive Alternate A will not be included because it will require replacing the curb ramps to current ADA standards, and Public Works will not be able design and install the curb ramps this year. Manager Toy then reported that the District will set aside the funding needed for Additive Alternate A so that it can be done by Public Works at a later date. Next, Manager Toy reported that the bid opening was held on March 7th and that there were seven bidders. She also reported that Bay Pacific Pipelines, Inc., had the lowest base bid but had reported that it had no Cal/OSHA citations and penalties within the last 3 years on one of the forms included in their submitted bid packet, even though it had five violations (two noted as "serious") within that time period. She then reported that when Bay Pacific was asked why it had responded as it did, Bay Pacific reported that it was because the citations are still under appeal, and it had not yet received a response from Cal/OSHA. Chairman Phillips then asked Deputy County Counsel Gerchow if this was a valid response, and she reported that she did not think it was. She also confirmed that this was grounds for the District to go to the next lowest bidder. Next, Manager Toy reported that Cratus, Inc., had the second lowest base bid, which was approximately \$56,000 higher than Bay Pacific's. She reported that Cratus was currently finishing up with the District's Sun Valley Sewer Replacement Project and that Cratus had been working well with the District, was very professional, and was ahead of schedule despite the rainy weather.

MOTION by Director Bushey, seconded by Director Rice, to adopt the resolution awarding contract to Cratus, Inc., for the Lincoln Avenue Sewer Improvement Project, Paloma Avenue to Prospect Drive, in the amount of \$2,529,955, which includes Additive Alternate B.

AYES: Director Bushey, Director Rice, Chairman Phillips

NOES: None

ABSENT: None

Motion Carried

6. INFORMATIONAL ITEMS.

None.

7. DIRECTOR REPORTS/REQUESTS FOR FUTURE AGENDA ITEMS

8. ADJOURNMENT

There being no further business to come before the Board, the meeting of March 10, 2016, was adjourned at 3:55 P.M. The next meeting of the San Rafael Sanitation District was scheduled for Thursday, April 14, 2016, at 3:30 P.M. at San Rafael City Hall.

Respectfully submitted,

Maribeth Bushey, Recording Secretary

ATTEST THIS 14th DAY OF APRIL 2016

Gary O. Phillips, Chairman

3.

SAN RAFAEL SANITATION DISTRICT
PAYMENT SUMMARY
 March 1, 2016 - March 31, 2016

Vendor/Payee	Memo	Class	Acct #	Account Name	Amount
AAA BUSINESS SUPPLIES	Office Supplies - notebooks	100	2133	Office & shop supplies	\$ 31.04
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 02/17/16	200	2021	Uniforms	\$ 119.48
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 02/24/16	200	2021	Uniforms	\$ 124.52
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 03/02/16	200	2021	Uniforms	\$ 119.56
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 03/09/16	200	2021	Uniforms	\$ 119.48
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 03/16/16	200	2021	Uniforms	\$ 119.48
ARAMARK UNIFORM SERVICES	Uniforms - weekly service ending 03/23/16	200	2021	Uniforms	\$ 119.48
AT&T	Telephone Service - land lines for dialers and pump stations from 11/02/15-12/01/15	100	2534	Telephone service	\$ 822.08
AT&T	Telephone Service - pump station dialers to CMSA 1/20/16-2/19/16	100	2534	Telephone service	\$ 242.03
AT&T	Telephone Service - land lines for dialers and pump stations from 2/02/15-3/01/16	100	2534	Telephone service	\$ 210.52
AT&T	Telephone Service - pump station dialers to CMSA 2/20/16-3/19/16	100	2534	Telephone service	\$ 242.03
AT&T MOBILE	Telephone Service - cell phones service from 2/04/16-3/03/16	100	2534	Telephone service	\$ 666.71
BWS DISTRIBUTORS	Safety Equipment - battery pack for gas detectors	200	2365	Safety equipment and supplies	\$ 203.13
BWS DISTRIBUTORS	Safety Equipment - sensor for gas detector	200	2365	Safety equipment and supplies	\$ 209.18
CALIFORNIA CAD SOLUTIONS	Facilities Mapping - two new fields added to GIS	100	4188	Facilities mapping services	\$ 750.00
CENTRAL MARIN SANITATION AGENCY	Fog Program - personnel services from October-December 2015	100	4300	FOG Program	\$ 5,971.59
CITY OF SAN RAFAEL	Manhole Raising - adjust manhole at Third & Heatherton	100	4045	Manhole raising	\$ 900.00
COUNTY OF MARIN	Director's Fees - Katie Rice board meeting on 2/11/16	100	2282	Director's fees	\$ 100.00
COUNTY OF MARIN	Director's Fees - Katie Rice board meeting on 3/10/16	100	2282	Director's fees	\$ 100.00
CRATUS INC.	Sun Valley - sewer replacement project-phase1, progress payment #3	300	4309	Sun Valley-Cal, Humboldt, Nev	\$ 353,456.42
CWEA-TCP	Memberships and Dues - Rodriguez membership renewal	100	2388	Training and education	\$ 164.00
EWING	Sun Valley - seeding to cover staging area at Sun Valley Park	300	4309	Sun Valley-Cal, Humboldt, Nev	\$ 179.87
FASTENAL	Office & Shop Supplies - batteries	100	2133	Office & shop supplies	\$ 6.76
FASTENAL	Pump Stations - adhesive	200	2359	Maint- pump sta's & force mains	\$ 5.84
HERNANDEZ, CYNTHIA	Collection System - petty cash reimbursement for Rain-X for Power Rodder Windshield	200	2360	O&M - collection systems	\$ 5.83
JMB CONSTRUCTION, INC.	Glenwood - pump station improvement project, progress payment #4	300	4146	Glenwood Pump Station (10Yr)	\$ 309,417.76
JMB CONSTRUCTION, INC.	Glenwood - pump station improvement project, progress payment #5	300	4146	Glenwood Pump Station (10Yr)	\$ 128,101.71
JRL MACHINE & DRIVELINE	Pump Stations - drive shaft repair, West Railroad	200	2359	Maint- pump sta's & force mains	\$ 487.74
MAHER ACCOUNTANCY	Accounting Services - February	100	2717	Accounting services	\$ 3,600.00
MAHER ACCOUNTANCY	Accounting Services - March	100	2717	Accounting services	\$ 3,600.00
MARIBETH BUSHEY	Director's Fees - board meetings on 2/11/16	100	2282	Director's fees	\$ 100.00
MARIBETH BUSHEY	Director's Fees - board meetings on 3/10/16	100	2282	Director's fees	\$ 100.00
MARIN MUNICIPAL WATER DIS	Water - Andersen Dr. from 12/10/15-2/10/16	200	2536	Water utility costs	\$ 21.53
MARIN MUNICIPAL WATER DIS	Water - E Francisco Blvd. from 12/15/15-2/12/16	200	2536	Water utility costs	\$ 21.53
MARIN MUNICIPAL WATER DIS	Water - E Francisco Blvd. from 12/16/15-2/16/16	200	2536	Water utility costs	\$ 86.59
MARIN MUNICIPAL WATER DIS	Water - Riviera Dr. from 12/16/15-2/16/16	200	2536	Water utility costs	\$ 21.53
MARIN MUNICIPAL WATER DIS	Water - 44 Lagoon Rd. from 12/16/15-2/16/16	200	2536	Water utility costs	\$ 24.75
MARIN MUNICIPAL WATER DIS	Water - Woodland Ave. from 12/10/15-2/10/16	200	2536	Water utility costs	\$ 21.53
MARIN MUNICIPAL WATER DIS	Water - Montecito Rd. from 12/16/15-2/16/16	200	2536	Water utility costs	\$ 23.81
MARIN MUNICIPAL WATER DIS	Water - 3106 Kerner Blvd. from 12/16/15-2/16/16	200	2536	Water utility costs	\$ 21.53
MARIN MUNICIPAL WATER DIS	Water - N San Pedro Rd. from 12/16/15-2/16/16	200	2536	Water utility costs	\$ 29.01
MARIN MUNICIPAL WATER DIS	Water - 1271 Andersen Dr. from 12/10/15-2/10/16	200	2536	Water utility costs	\$ 21.53
MARIN MUNICIPAL WATER DIS	Water - Simms St. from 12/10/15-2/10/16	200	2536	Water utility costs	\$ 25.27
MARIN MUNICIPAL WATER DIS	Water - Pt. San Pedro from 12/16/15-2/16/16	200	2536	Water utility costs	\$ 23.81
MARIN MUNICIPAL WATER DIS	Water - Peacock Dr. from 12/16/15-2/16/16	200	2536	Water utility costs	\$ 21.53

SAN RAFAEL SANITATION DISTRICT
PAYMENT SUMMARY
 March 1, 2016 - March 31, 2016

Vendor/Payee	Memo	Class	Acct #	Account Name	Amount
MARIN MUNICIPAL WATER DIS	Water - Castro Ave. from 12/15/15-2/12/16	200	2536	Water utility costs	\$ 399.40
MARIN MUNICIPAL WATER DIS	Water - Catalina Blvd. from 12/15/15-2/12/16	200	2536	Water utility costs	\$ 32.88
MARIN MUNICIPAL WATER DIS	Water - 220 Tamal Vista Blvd. from 12/30/15-2/29/16	200	2536	Water utility costs	\$ 699.68
MILLER PACIFIC ENGINEERING GROUP	Sun Valley - geotechnical construction and observations services from 1/04/16-3/21/16	300	4309	Sun Valley-Cal, Humboldt, Nev	\$ 4,544.10
MUNICON CONSULTANTS	Glenwood - vibration monitoring from 2/01/16-2/29/16	300	4146	Glenwood Pump Station (10Yr)	\$ 4,600.00
NORLAB, INC.	Collection System - tracing dye	200	2360	O&M - collection systems	\$ 234.00
NUTE ENGINEERING	Consulting Services - revise standard specs services from 1/1/16-1/31/16	100	2325	Consulting services	\$ 4,908.00
NUTE ENGINEERING	Consulting Services - Loch Lomond Village plan review services from 1/1/16-1/31/16	100	2325	Consulting services	\$ 188.00
NUTE ENGINEERING	Lincoln - sewer improvement services from 1/1/16-1/31/16	300	4319	Lincoln, Prospect/Paloma (80)	\$ 30,316.00
NUTE ENGINEERING	Warner Court - sewer improvement services from 1/1/16-1/31/16	300	4313	Warner Ct., Woodland (80yr)	\$ 785.50
NUTE ENGINEERING	Glenwood - construction review services from 1/1/16-1/31/16	300	4146	Glenwood Pump Station (10Yr)	\$ 12,760.75
NUTE ENGINEERING	Sun Valley - construction review services from 1/1/16-1/31/16	300	4309	Sun Valley-Cal, Humboldt, Nev	\$ 3,437.75
NUTE ENGINEERING	Glenwood - construction review services from 2/01/16-2/29/16	300	4146	Glenwood Pump Station (10Yr)	\$ 5,205.75
NUTE ENGINEERING	Sun Valley - construction review services from 2/01/16-2/29/16	300	4309	Sun Valley-Cal, Humboldt, Nev	\$ 1,717.28
NUTE ENGINEERING	Sun Valley - sewer rehabilitation phase 2 services from 2/01/16-2/29/16	300	4324	San Valley-Cal, Solano, Alpine,	\$ 19,730.70
NUTE ENGINEERING	Lincoln - sewer improvement services from 2/01/16-2/29/16	300	4319	Lincoln, Prospect/Paloma (80)	\$ 34,279.00
NUTE ENGINEERING	Consulting Services - Loch Lomond Village plan review services from 2/01/16-2/29/16	100	2325	Consulting services	\$ 415.25
PARK ENGINEERING, INC	Sun Valley - inspection services for sewer replacement project for 2/1/16-2/29/16	300	4309	Sun Valley-Cal, Humboldt, Nev	\$ 9,295.20
PARK ENGINEERING, INC	Collection System - inspection services for sewer lateral permit work for 2/1/16-2/29/16	200	2360	O&M - collection systems	\$ 116.19
PERIN - BATTERIES PLUS	Pump Stations - batteries for locator	200	2360	O&M - collection systems	\$ 21.76
PERIN - BATTERIES PLUS	Pump Stations - battery for West Railroad	200	2359	Maint- pump sta's & force mains	\$ 14.15
PERIN - BATTERIES PLUS	Pump Stations - batteries	200	2359	Maint- pump sta's & force mains	\$ 11.77
PG&E a/c 2480926202-5	Power - electric service for pump stations 1/09/16-2/09/16	200	2535	Electric utility costs	\$ 21,807.01
PG&E a/c 2480926202-5	Power - electric service for pump stations 2/09/16-3/10/16	200	2535	Electric utility costs	\$ 10,245.19
PHILLIPS, GARY	Director's Fees - board meeting 2/11/16	100	2282	Director's fees	\$ 100.00
PHILLIPS, GARY	Director's Fees - board meeting 3/10/16	100	2282	Director's fees	\$ 100.00
PUMP REPAIR SERVICE CO	Pump Stations - pump repair for Simms St.	200	2359	Maint- pump sta's & force mains	\$ 17,680.09
PUMP REPAIR SERVICE CO	Pump Stations - pump repair for Peacock Air	200	2359	Maint- pump sta's & force mains	\$ 460.00
PUMP REPAIR SERVICE CO	Pump Stations - new check valve installed at North Francisco Pump Station	200	2359	Maint- pump sta's & force mains	\$ 17,274.19
ROTO-ROOTER SEWER SERVICE	Stand By - work at 50 Marina Ave.	200	2363	Standby services	\$ 517.50
ROTO-ROOTER SEWER SERVICE	Stand By - work at 1731 Grand Ave.	200	2363	Standby services	\$ 230.00
ROTO-ROOTER SEWER SERVICE	Stand By - work at 25 Clark St.	200	2363	Standby services	\$ 460.00
ROTO-ROOTER SEWER SERVICE	Stand By - work at 15 Forbes Ave.	200	2363	Standby services	\$ 510.00
ROTO-ROOTER SEWER SERVICE	Stand By - work at 47 Treehaven Dr.	200	2363	Standby services	\$ 1,150.00
ROTO-ROOTER SEWER SERVICE	Standby - work at 202 California Ave.	200	2363	Standby services	\$ 1,250.00
ROTO-ROOTER SEWER SERVICE	Rehab of Gravity Sewer - install new sewer main and cleanout at 12 Chestnut Ave.	300	4302	Rehab of Gravity Sewer (80yr)	\$ 18,504.00
SEQUOIA SAFETY SUPPLY COM	Safety Supplies - gloves	200	2365	Safety equipment and supplies	\$ 112.42
SHAMROCK	Collection System - crushed rock for 22 Terradillo Ave. spot repair backfill	200	2360	O&M - collection systems	\$ 14.72
SHAMROCK	Collection System - crushed rock for 22 Terradillo Ave. spot repair backfill	200	2360	O&M - collection systems	\$ 19.62
SHAMROCK	Collection System - crushed rock for 33 Treehaven Dr. spot repair backfill	200	2360	O&M - collection systems	\$ 14.72
SHAMROCK	Collection System - crushed rock for 180 Fairhills Dr. spot repair backfill	200	2360	O&M - collection systems	\$ 19.62
STAPLES INC	Office & Shop Supplies - batteries	100	2133	Office & shop supplies	\$ 85.16
STAPLES INC	Pump Stations - clipboards	200	2359	Maint- pump sta's & force mains	\$ 21.76
TEAM GHILOTTI INC	Pt San Pedro Rd - settlement agreement, payment 3 of 3	300	2450	Other current liabilities	\$ 150,000.00
TIFCO INDUSTRIES	Pump Stations - tytraps for pump stations	200	2359	Maint- pump sta's & force mains	\$ 72.90

**SAN RAFAEL SANITATION DISTRICT
PAYMENT SUMMARY
March 1, 2016 - March 31, 2016**

<i>Vendor/Payee</i>	<i>Memo</i>	<i>Class</i>	<i>Acct #</i>	<i>Account Name</i>	<i>Amount</i>
TIFCO INDUSTRIES	Pump Stations - hex nuts	200	2359	Maint- pump sta's & force mains	\$ 71.99
US BANK CORPORATE PAYMENT	Training and Education - hazwoper refresher course for SRSD inspector	100	2388	Training and education	\$ 126.00
US BANK CORPORATE PAYMENT	Sun Valley - publication of notice inviting bids in Marin IJ	300	4324	San Valley-Cal, Solano, Alpine,	\$ 866.70
US BANK CORPORATE PAYMENT	Pump Stations - vent for contingency pumping trailer	200	2359	Maint- pump sta's & force mains	\$ 45.44
US BANK CORPORATE PAYMENT	Collection System - vactor parts	200	2360	O&M - collection systems	\$ 399.03
US BANK CORPORATE PAYMENT	Pump Stations - lights	200	2359	Maint- pump sta's & force mains	\$ 12.79
US BANK CORPORATE PAYMENT	Pump Stations - indicator bulbs	200	2359	Maint- pump sta's & force mains	\$ 34.64
US BANK CORPORATE PAYMENT	Pump Stations - lights	200	2359	Maint- pump sta's & force mains	\$ 42.72
VERIZON WIRELESS	Telephone Service - wireless service for laptops 1/21/16-2/20/16	100	2534	Telephone service	\$ 266.73
VERIZON WIRELESS	Telephone Service - wireless service for laptops 2/21/16-3/20/16	100	2534	Telephone service	\$ 266.75
WATER COMPONENTS & BLDG SUPPLY	Collection System - clean out cover for 1563 Third Street	200	2360	O&M - collection systems	\$ 55.31
WATER COMPONENTS & BLDG SUPPLY	Collection System - parts for 22 Terradillo Ave. spot repair	200	2360	O&M - collection systems	\$ 211.41
WATER COMPONENTS & BLDG SUPPLY	Collection System - parts for 22 Terradillo Ave. spot repair	200	2360	O&M - collection systems	\$ 413.71
WATER COMPONENTS & BLDG SUPPLY	Collection System - parts for 22 Terradillo Ave. spot repair	200	2360	O&M - collection systems	\$ 308.00
WATER COMPONENTS & BLDG SUPPLY	Collection System - parts for 22 Terradillo Ave. spot repair	200	2360	O&M - collection systems	\$ 148.78
WATER COMPONENTS & BLDG SUPPLY	Collection System - parts for 27 Vineyard Dr. spot repair	200	2360	O&M - collection systems	\$ 124.15
WATER COMPONENTS & BLDG SUPPLY	Collection System - parts for 33 Treehaven Dr. spot repair	200	2360	O&M - collection systems	\$ 192.26
WATER COMPONENTS & BLDG SUPPLY	Collection System - parts for 33 Treehaven Dr. spot repair	200	2360	O&M - collection systems	\$ 109.06
WATER COMPONENTS & BLDG SUPPLY	Collection System - parts for 180 Farhills Dr. spot repair	200	2360	O&M - collection systems	\$ 339.22
WATER COMPONENTS & BLDG SUPPLY	Collection System - rubber gaskets	200	2359	Maint- pump sta's & force mains	\$ 37.73
WATER COMPONENTS & BLDG SUPPLY	Collection System - parts for 292 Fairhills Dr. spot repair	200	2360	O&M - collection systems	\$ 175.39
WATER COMPONENTS & BLDG SUPPLY	Collection System - tools	200	2360	O&M - collection systems	\$ 88.30
WATER COMPONENTS & BLDG SUPPLY	Pump Stations - venting parts for Cayes Main ARV discharge	200	2359	Maint- pump sta's & force mains	\$ 30.78
WECO INDUSTRIES LLC	Collection Systems - parts for power rodder	200	2360	O&M - collection systems	\$ 2,871.53
Total					\$ 1,192,360.62

5.a.

SAN RAFAEL SANITATION DISTRICT
Agenda Item No. 5.a.

DATE: April 14, 2016
TO: Board of Directors, San Rafael Sanitation District
FROM: Doris Toy, District Manager/District Engineer *DT*
SUBJECT: Adopt Resolution Authorizing the District Manager/District Engineer to Execute a Professional Services Agreement with Miller Pacific Engineering Group for Geotechnical Observation and Testing Services for the Lincoln Avenue Sewer Improvement Project, Paloma Avenue to Prospect Drive

RECOMMENDATION:

Adopt resolution authorizing the District Manager/District Engineer to execute a Professional Services Agreement with Miller Pacific Engineering Group for geotechnical observation and testing services for the Lincoln Avenue Sewer Improvement Project, Paloma Avenue to Prospect Drive.

BACKGROUND:

The Lincoln Avenue Sewer Improvement Project is the last phase of the sewer main replacement on Lincoln Avenue, which consists of replacing approximately 4,900 linear feet of 8-inch and 10-inch vitrified clay pipe (VCP) with 8-inch and 12-inch polyvinyl chloride pipe (PVC).

At last month's Board meeting, the Board awarded the construction of the Lincoln Avenue project to Cratus, Inc. The next step is to obtain a geotechnical firm to perform the geotechnical observation and testing services for this project.

ANALYSIS:

Since Miller Pacific Engineering Group performed the geotechnical investigation and consultation for the design of the project, staff has requested Miller Pacific to provide a proposal to perform the geotechnical observation and testing services during construction. Miller Pacific submitted a proposal on March 30, 2016, which is attached as Exhibit "A".

Miller Pacific proposes to perform the geotechnical observation and testing services on a time-and-materials basis not to exceed \$45,000.

FISCAL IMPACT:

The Lincoln Avenue Sewer Improvement Project, Paloma Avenue to Prospect Drive, has a budget of \$3.2 million for Fiscal Years 2015-16 and 2016-17, which includes the geotechnical portion of the work. Therefore, there is sufficient funding for the geotechnical observation and testing services by Miller Pacific.

ACTION REQUIRED:

Staff recommends that the Board adopt the resolution authorizing the District Manager/District Engineer to execute a Professional Services Agreement with Miller Pacific Engineering Group for geotechnical observation and testing services for the Lincoln Avenue Sewer Improvement Project, Paloma Avenue to Prospect Drive.

Attachment: Resolution
Professional Services Agreement
Proposal from Consultant, Exhibit "A"

SAN RAFAEL SANITATION DISTRICT

RESOLUTION NO. 16-1130

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SAN RAFAEL SANITATION DISTRICT
AUTHORIZING THE DISTRICT MANAGER/DISTRICT ENGINEER
TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH
MILLER PACIFIC ENGINEERING GROUP FOR GEOTECHNICAL AND
OBSERVATION TESTING SERVICES
FOR THE LINCOLN AVENUE SEWER IMPROVEMENT PROJECT
PALOMA AVENUE TO PROSPECT DRIVE
FOR AN AMOUNT NOT TO EXCEED \$45,000**

**THE BOARD OF DIRECTORS OF THE SAN RAFAEL SANITATION DISTRICT,
COUNTY OF MARIN, hereby resolves as follows:**

The District Manager/District Engineer is hereby authorized to execute, on behalf of the San Rafael Sanitation District, a Professional Services Agreement with Miller Pacific Engineering Group for geotechnical and observation testing services to for the Lincoln Avenue Sewer Improvement Project, Paloma Avenue to Prospect Drive, a copy of which is hereby attached and by this reference made a part hereof.

PASSED AND ADOPTED at a regular meeting of the San Rafael Sanitation District Board of Directors held on the 14th day of April, 2016, by the following vote, to wit:

AYES:

NOES:

ABSENT/ABSTAIN:

SAN RAFAEL SANITATION DISTRICT

Gary O. Phillips, Chairman

ATTEST:

Maribeth Bushey, Secretary

**PROFESSIONAL SERVICES AGREEMENT FOR
GEOTECHNICAL CONSTRUCTION OBSERVATION
AND TESTING SERVICES FOR THE
LINCOLN AVENUE SEWER IMPROVEMENT PROJECT
PALOMA AVENUE TO PROSPECT DRIVE**

This Agreement is made and entered into this 14th day of April, 2016, by and between the SAN RAFAEL SANITATION DISTRICT (hereinafter "DISTRICT"), and MILLER PACIFIC ENGINEERING GROUP (hereinafter "CONTRACTOR").

RECITALS

WHEREAS, the DISTRICT has determined that MILLER PACIFIC ENGINEERING GROUP is required to perform geotechnical construction observation and testing services for the "Lincoln Avenue Sewer Improvement Project, Paloma Avenue to Prospect Drive" (hereinafter "PROJECT"); and

WHEREAS, the CONTRACTOR has offered to render certain specialized professional services in connection with this Project.

AGREEMENT

NOW, THEREFORE, the parties hereby agree as follows:

1. DEFINITIONS.

DISTRICT and CONTRACTOR have outlined the scope of services to be provided, and related expenses as described in Exhibit "A" attached and incorporated herein.

2. PROJECT COORDINATION

A. DISTRICT. The District Manager/District Engineer shall be the representative of the DISTRICT for all purposes under this Agreement. The Senior Civil Engineer is hereby designated the PROJECT MANAGER for the DISTRICT, and said PROJECT MANAGER shall supervise all aspects of the progress and execution of this Agreement.

B. CONTRACTOR. CONTRACTOR shall assign a single PROJECT DIRECTOR to have overall responsibility for the progress and execution of this Agreement for CONTRACTOR. SCOTT A. STEPHENS is hereby designated as the PROJECT DIRECTOR for CONTRACTOR. Should circumstances or conditions subsequent to the execution of this Agreement require a substitute PROJECT DIRECTOR for any reason, the CONTRACTOR shall notify the DISTRICT within ten (10) business days of the substitution.

3. DUTIES OF CONTRACTOR

CONTRACTOR shall perform the duties and/or provide services as follows; the CONTRACTOR agrees to provide professional services as a Geotechnical Consultant to prepare work outlined in the Proposal from CONTRACTOR dated March 30, 2016, marked Exhibit "A", attached hereto, and incorporated herein by this reference. The CONTRACTOR agrees to perform the work specified in this agreement in the time frame as specified and as shown in Exhibit "A".

4. DUTIES OF THE DISTRICT

DISTRICT shall perform the duties as described and incorporated herein.

5. COMPENSATION

For the full performance of the services described herein by CONTRACTOR, DISTRICT shall pay CONTRACTOR for services rendered in accordance with the rates shown on the current fee schedule as described in Exhibit "A" attached and incorporated herein. The total payment made for any individual work task will not exceed the amounts shown on the Proposal Budget, set out in Exhibit "A".

Payment will be made upon receipt by PROJECT MANAGER of itemized invoice submitted by CONTRACTOR.

6. TERM OF AGREEMENT

The term of this Agreement shall be from the date of execution until the Project is complete.

7. TERMINATION

A. Discretionary. Either party may terminate this Agreement without cause upon thirty (30) days written notice mailed or personally delivered to the other party.

B. Cause. Either party may terminate this Agreement for cause upon ten (10) days written notice mailed or personally delivered to the other party, and the notified party's failure to cure or correct the cause of the termination notice, to the reasonable satisfaction of the party giving such notice, within thirty (30) days of the receipt of said notice.

C. Effect of Termination. Upon receipt of notice of termination, neither party shall incur additional obligations under any provision of this Agreement without the prior written consent of the other.

D. Return of Documents. Upon termination, any and all DISTRICT documents or materials provided to CONTRACTOR and any and all of CONTRACTOR's documents and materials prepared for or relating to the performance of its duties under this Agreement, shall be delivered to DISTRICT as soon as possible, but not later than thirty (30) days after termination.

8. OWNERSHIP OF DOCUMENTS

The written documents and materials prepared by the CONTRACTOR in connection with the performance of its duties under this Agreement shall be the sole property of DISTRICT. DISTRICT may use said property for any purpose, including projects not contemplated by this Agreement.

9. INSPECTION AND AUDIT

Upon reasonable notice, CONTRACTOR shall make available to DISTRICT, or its agent, for inspection and audit, all documents and materials maintained by CONTRACTOR in connection with its performance of its duties under this Agreement. CONTRACTOR shall fully cooperate with DISTRICT or its agent in any such audit or inspection.

10. ASSIGNABILITY

The parties agree that they shall not assign or transfer any interest in this Agreement nor the performance of any of their respective obligations hereunder, without the prior written consent of the other party, and any attempt to so assign this Agreement or any rights, duties or obligations arising hereunder shall be void and of no effect.

11. INSURANCE

A. During the term of this Agreement, CONTRACTOR, shall maintain, at no expense to DISTRICT, the following insurance policies:

1. A comprehensive general liability insurance policy in the minimum amount of one million (\$1,000,000) dollars per occurrence for death, bodily injury, personal injury, or property damage;

2. An automobile liability (owned, non-owned, and hired vehicles) insurance policy in the minimum amount of one million (\$1,000,000) dollars per occurrence;

3. If any licensed professional performs any of the services required to be performed under this Agreement, a professional liability insurance policy in the minimum amount of one million (\$1,000,000) dollars to cover any claims arising out of the CONTRACTOR's performance of services under this Agreement.

B. The insurance coverage required of the CONTRACTOR by Section 11. A., shall also meet the following requirements:

1. The insurance shall be primary with respect to any insurance or coverage maintained by DISTRICT and shall not call upon DISTRICT's insurance or coverage for any contribution;

2. Except for professional liability insurance, the insurance policies shall be endorsed for contractual liability and personal injury;

3. Except for professional liability insurance, the insurance policies shall be specifically endorsed to include the DISTRICT, its officers, agents, and employees as additionally named insureds under the policies;

4. CONTRACTOR shall provide to PROJECT MANAGER, (a) Certificates of Insurance evidencing the insurance coverage required herein, and (b) specific endorsements naming DISTRICT, its officers, agents and employees, as additional insureds under the policies;

5. The insurance policies shall provide that the insurance carrier shall not cancel, terminate or otherwise modify the terms and conditions of said insurance policies except upon thirty (30) days written notice to DISTRICT's PROJECT MANAGER;

6. If the insurance is written on a Claims Made Form, then, following termination of this Agreement, said insurance coverage shall survive for a period of not less than five years;

7. The insurance policies shall provide for a retroactive date of placement coinciding with the effective date of this Agreement;

8. The insurance shall be approved as to form and sufficiency by PROJECT MANAGER and the County Counsel.

C. If it employs any person, CONTRACTOR shall maintain worker's compensation and employer's liability insurance, as required by the State Labor Code and other applicable laws and regulations, and as necessary to protect both CONTRACTOR and DISTRICT against all liability for injuries to CONTRACTOR's officers and employees.

D. Any deductibles or self-insured retentions in CONTRACTOR's insurance policies must be declared to and approved by the PROJECT MANAGER and the County Counsel. At District's option, the deductibles or self-insured retentions with respect to DISTRICT shall be reduced or eliminated to DISTRICT's satisfaction, or CONTRACTOR shall procure a bond guaranteeing payment of losses and related investigations, claims administration, attorney's fees and defense expenses.

12. INDEMNIFICATION

CONTRACTOR shall indemnify, release, defend and hold harmless DISTRICT, its officers, and employees, against any claim, demand, suit, judgment, loss, liability, or expense of any kind, including attorney's fees, to the extent arising out of or resulting in any way, from any acts or omissions, intentional or negligent, of CONTRACTOR or CONTRACTOR's officers, agents and employees in the performance of their duties and obligations under this Agreement.

13. NONDISCRIMINATION

CONTRACTOR shall not discriminate, in any way, against any person on the basis of age, sex, race, color, religion, ancestry, national origin or disability in connection with or related to the performance of its duties and obligations under this Agreement.

14. COMPLIANCE WITH ALL LAWS

CONTRACTOR shall observe and comply with all applicable Federal, State and local laws, ordinances, codes and regulations, in the performance of its duties and obligations under this Agreement. CONTRACTOR shall perform all services under this Agreement in accordance with these laws, ordinances, codes and regulations. CONTRACTOR shall release, defend, indemnify and hold harmless DISTRICT, its officers, agents and employees from any and all damages, liabilities, penalties, fines and all other consequences from any noncompliance or violation of any laws, ordinance, codes or regulations.

15. NO THIRD PARTY BENEFICIARIES

DISTRICT and CONTRACTOR do not intend, by any provision of this Agreement, to create in any third party, any benefit or right owed by one party, under the terms and conditions of this Agreement, to the other party.

16. NOTICES

All notices and other communications required or permitted to be given under this Agreement, including any notice of change of address, shall be in writing and given by personal delivery, or deposited with the United States Postal Service, postage prepaid, addressed to the parties intended to be notified. Notice shall be deemed given as of the date of personal delivery, or if mailed, upon the date of deposit with the United States Postal Service. Notice shall be given as follows:

TO DISTRICT: Ms. Doris Toy
San Rafael Sanitation District
111 Morphew Street
P.O. Box 151560
San Rafael, CA 94915-1560

TO CONTRACTOR: Mr. Scott A. Stephens
Miller Pacific Engineering Group
504 Redwood Blvd., Suite 220
Novato, CA 94947

17. INDEPENDENT CONTRACTOR

For the purposes and for the duration of this Agreement, CONTRACTOR, its officers, agents and employees shall act in the capacity of an Independent Contractor, and not as employees of the DISTRICT. CONTRACTOR and DISTRICT expressly intend and agree that the status of CONTRACTOR, its officers, agents and employees be that of an Independent Contractor and not that of an employee of DISTRICT.

18. ENTIRE AGREEMENT -- AMENDMENTS

A. The terms and conditions of this Agreement, all exhibits attached, and all documents expressly incorporated by reference, represent the entire Agreement of the parties with respect to the subject matter of this Agreement.

B. This written Agreement shall supersede any and all prior agreements, oral or written, regarding the subject matter between the CONTRACTOR and the DISTRICT.

C. No other agreement, promise or statement, written or oral, relating to the subject matter of this Agreement, shall be valid or binding, except by way of a written amendment to this Agreement.

D. The terms and conditions of this Agreement shall not be altered or modified except by a written amendment to this Agreement signed by the CONTRACTOR and the DISTRICT.

E. If any conflicts arise between the terms and conditions of this Agreement, and the terms and conditions of the attached exhibits or the documents expressly incorporated by reference, the terms and conditions of this Agreement shall control.

19. SET-OFF AGAINST DEBTS

CONTRACTOR agrees that DISTRICT may deduct from any payment due to CONTRACTOR under this Agreement, any monies which CONTRACTOR owes DISTRICT under any ordinance, agreement, contract or resolution for any unpaid taxes, fees, licenses, assessments, unpaid checks or other amounts.

20. WAIVERS

The waiver by either party of any breach or violation of any term, covenant or condition of this Agreement, or of any ordinance, law or regulation, shall not be deemed to be a waiver of any other term, covenant, condition, ordinance, law or regulation, or of any subsequent breach or violation of the same or other term, covenant, condition, ordinance, law or regulation. The subsequent acceptance by either party of any fee, performance, or other consideration which may become due or owing under this Agreement, shall not be deemed to be a waiver of any preceding breach or violation by the other party of any term, condition, covenant of this Agreement or any applicable law, ordinance or regulation.

21. COSTS AND ATTORNEY'S FEES

The prevailing party in any action brought to enforce the terms and conditions of this Agreement, or arising out of the performance of this Agreement, may recover its reasonable costs (including claims administration) and attorney's fees expended in connection with such action.

22. CITY BUSINESS LICENSE/OTHER TAXES

CONTRACTOR shall obtain and maintain during the duration of this Agreement, a CITY business license as required by the San Rafael Municipal Code. CONTRACTOR shall pay any and all state and federal taxes and any other applicable taxes. CONTRACTOR's taxpayer identification number is 68-0174990, and CONTRACTOR certifies under penalty of perjury that said taxpayer identification number is correct.

23. APPLICABLE LAW

The laws of the State of California shall govern this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day, month and year first above written.

SAN RAFAEL SANITATION DISTRICT

CONTRACTOR

Doris Toy, P.E.
District Manager/District Engineer

ATTEST:

Cynthia Hernandez
District Secretary

MILLER PACIFIC ENGINEERING GROUP

By: _____
Scott A. Stephens

Title: President

EXHIBIT A



**MILLER PACIFIC
ENGINEERING GROUP**

March 30, 2016
File: 2157.279P2proREV.doc

San Rafael Sanitation District
111 Morpew Street
San Rafael, CA 94901

Attn: Ms. Karen Chew

Re: Proposal for Construction Observation and Testing Services
Upper Lincoln Avenue Sewer Improvement Project – Phase 2
Lincoln Avenue between Paloma Avenue and Prospect Drive
San Rafael, California

Introduction

As requested, we are pleased to submit our proposal to provide Geotechnical Observation and Testing services during construction of Phase 2 of the planned Upper Lincoln Avenue Sewer Improvement Project in San Rafael, California. The purpose of our services is to observe and test the geotechnical portions of the work in order to form an opinion regarding the Contractor's compliance with the project plans and specifications. We previously explored subsurface conditions and provided geotechnical recommendations in our Geotechnical Investigation Report for the project dated April 24, 2015, and provided observation and testing services for phase 1 construction.

Project Description

Phase 2 will consist of constructing approximately 4,900 linear feet of new 8- and 12-inch sanitary sewer along Lincoln Avenue and portions of select cross-streets between Paloma Avenue and Prospect Drive, near the Highway 101/Lincoln Avenue interchange at the north end of the project site. It is understood that Phase 2 construction will take place between April and November of 2016.

Within the Phase 2 project area, planned sewer alignment depths generally range between approximately 4- and 9.5-feet beneath the ground surface, and ancillary work is anticipated to include replacement of service laterals, side street connections, manholes, and rehabilitation of pavements and concrete hardscape in areas disturbed by underground construction. From our discussion with you, we understand that Cratus Construction of San Francisco, California will be the Contractor on the project.

Scope of Services

Geotechnical Consultation, Observation, and Testing

During construction we will provide geotechnical consultation on an as-needed basis, and perform intermittent site visits as notified by SRSD personnel, or the project Construction Manager for observation and testing of the geotechnical portions of the work. Based on our

understanding of the project and experience with similar SRSD projects, we anticipate our Phase 3 services will include the following tasks:

- Review of submittals regarding trench backfill materials;
- Laboratory testing of proposed backfill materials;
- Onsite compaction testing of trench backfill for the new sewer lines, including "intermediate" and "pavement zone" backfill;
- Compaction testing of aggregate base & asphalt concrete in new pavement areas; and
- Preparation of a letter report summarizing our observations, field and laboratory test results, and offering our opinion of the Contractor's compliance with the project plans and specifications.

Contractual Arrangements

We have assumed we will be working with onsite representatives from the San Rafael Sanitary District and Nute Engineering to coordinate our on-call, intermittent testing of trench backfill for the new sewer mains and laterals during construction. Our actual charges will depend on many factors including Contractor efficiency and workmanship, construction delays due to unanticipated subsurface conditions, weather, and other factors.

Our construction observation and testing services will be provided on a time and expense basis in accordance with our existing Agreement and the attached Schedule of Charges. For the purpose of estimating our fees, we have assumed the project is subject to California Prevailing Wage regulations. Our fee estimate is itemized on the attached Cost Estimate Worksheet and based on an approximate 7-month construction schedule. Based on the project schedule and scope of services described above, we propose the following fee arrangements:

Construction Observation and Testing..... Time and Expense, Estimate \$45,000

We will keep you informed of our actual charges by issuing periodic progress invoices, and will advise you of any changed conditions that might affect our scope of services or fees.

We are pleased to have the opportunity to work with you on this project. If you have any questions concerning this proposal please call us.

Very truly yours,
MILLER PACIFIC ENGINEERING GROUP



Mike Jewett
Engineering Geologist No. 2610
(Expires 1/31/17)

REVIEWED BY:



Scott Stephens
Geotechnical Engineer No. 2398
(Expires 6/30/15)

Attachments: Schedule of Charges, Cost Estimate Worksheet (1)

MILLER PACIFIC ENGINEERING GROUP
a California corporation

**SCHEDULE OF CHARGES
PROFESSIONAL ENGINEERING AND TESTING SERVICES**

Professional and Technical Personnel	Hourly Rate
Staff Engineer/Geologist – Level 1-3.....	\$85 - \$95 - \$105
Project Engineer/Geologist – Level 1-3.....	\$115 - \$125 - \$135
Senior Engineer/Geologist – Level 1-3.....	\$155 - \$165 - \$175
Associate Engineer/Geologist – Level 1-3	\$185 - \$195 - \$205
Principal Level 1-3	\$210 - \$220 - \$230
Project Assistant/Word Processor	\$70
Technician Level 1-3	\$80 - \$85 - \$90
Senior Technician Level 1-2	\$100 - \$105
Prevailing Wage Group 3	\$110
Prevailing Wage Group 4	\$105
Other Inside Charges	
Mileage	\$ 0.80 per mile
Vehicle (Field)	\$9 per hour
Nuclear Density Gage	\$8 per test
Inclinometer.....	\$150 per day / \$85 per half day
Laser Level.....	\$50 per day
Sampling Equipment.....	\$50 per day / \$30 half day
Outside Services	Cost + 20%
Exploration, drilling equipment and instrumentation, in-situ monitoring, specialized laboratory testing, per diem, shipping, courier/delivery services, outside reproduction, and other services and supplies not normally provided.	

***NOTES:**

1. Field site visits and travel time are normal hourly rates, portal to portal.
2. Overtime – Weekday & Saturday add \$25
Overtime – Sunday/Holiday/Night add \$35
3. Rates are for normal Geotechnical Engineering and Geological services. Rates for depositions and testimony are \$450 per hour for Principal; \$400 per hour for Associate; and \$350 per hour for Senior. All other personnel are \$250 per hour. These fees are due and payable at the time of service.
4. Schedule of charges is effective as of January, 2016. It is subject to revision annually and at other times without notice.
5. Prevailing Wage Note: Personnel working on Prevailing Wage Projects will be billed at normal hourly rates plus \$5 per hour, or at the Group 3 or Group 4 rate, whichever is applicable.

MILLER PACIFIC ENGINEERING GROUP
 Prevailing Wage Field Observation & Testing Budget Estimate Worksheet
 SRSD Upper Lincoln Avenue - Phase 2
 San Rafael, California

Date: 3/30/16
 Project Number: 2157.279
 By: MFJ

	PER UNIT	PER HOUR	SITE VISIT	HALF DAY	FULL DAY
Project Engineer/Geologist III	\$ 135.00				
Project Engineer I	\$ 115.00				
Prevailing Wage Group 3	\$ 110.00		2	5	8
Prevailing Wage Group 4	\$ 105.00				
Senior Technician II	\$ 105.00				
Staff Engineer/Geologist III	\$ 105.00				
Staff Engineer/Geologist II	\$ 95.00				
Staff Engineer/Geologist I	\$ 85.00				
Field Vehicle/Equipment	\$ 9.00		1	4	7
Nuclear Density Tests	\$ 8.00		5	15	25
Miles	\$ 0.80		20	20	20
	\$ -		\$ 285.00	\$ 722.00	\$ 1,159.00

Work Item	Description	Estimated Days	HOURS	SITE VISIT	HALF DAY	FULL DAY
1.0	Sewer Main Backfill	120		35	10	
2.0	Sewer Lateral/Misc Trench Backfill	60		30	5	
3.0	Asphalt Pavement Testing	3				3
4.0						
5.0						
6.0						
Totals		0	65	15	3	
DOLLARS \$		-	\$ 18,525.00	\$ 10,830.00	\$ 3,477.00	

Total Field Costs: \$ 32,832.00

LABORATORY TESTING

Task	Description	Quantity	Unit \$	Amount \$
1.0	Compaction Curve (Single Bulk)	4	\$260	\$ 1,040.00
2.0	Asphalt Concrete - S-value, Gradation, M.C., Unit Wt. & % Oil		\$1,050	\$ -
3.0	Concrete Compression (per Cylinder)		\$42	\$ -
4.0	Shotcrete Panel Testing (per Panel)		\$400	\$ -
4.0	R-value		\$360	\$ -
5.0	Sand Equivalent		\$80	\$ -
6.0	Durability		\$150	\$ -
7.0	Gradation/Sieve		\$180	\$ -
Total Lab Costs:				\$ 1,040.00

ENGINEERING/GEOLOGICAL CONSULT & REPORT

Personnel	Title	Hours	\$/Hour	Amount \$
SAS	Principal Eng/Geologist III	6	\$ 230.00	\$ 1,380.00
MPM	Principal Eng/Geologist II		\$ 220.00	\$ -
DSC	Principal Eng/Geologist I		\$ 210.00	\$ -
EAD	Associate Engineer III		\$ 205.00	\$ -
BSP	Associate Engineer I		\$ 185.00	\$ -
RCA/MFJ	Project Engineer/Geologist III	24	\$ 135.00	\$ 3,240.00
NGK	Project Engineer I		\$ 115.00	\$ -
WGO / AJM	Sr. Tech II		\$ 105.00	\$ -
JTO/JSC/BAS/SLM	Staff III	6	\$ 105.00	\$ 630.00
MMT	Staff II		\$ 95.00	\$ -
ENE/PMR	Staff I		\$ 85.00	\$ -
KRB/MLT	Project Asst./Word Processor	1	\$ 70.00	\$ 70.00
Total Engineering Costs:				\$ 5,320.00

SUB TOTAL		\$ 39,192.00
CONTINGENCY	15%	\$ 5,878.80
TOTAL		\$ 45,070.80
USE FOR BUDGET		\$ 45,000.00

5.b.

SAN RAFAEL SANITATION DISTRICT
Agenda Item No. 5.b.

DATE: April 14, 2016
TO: Board of Directors, San Rafael Sanitation District
FROM: Doris Toy, District Manager/District Engineer DT
SUBJECT: Review Budget Status Report for the Period 10-1-15 through 12-31-15

SUMMARY:

Maher Accountancy has submitted the attached Budget Status Report for the second quarter of Fiscal Year 2015-16 (October 1, 2015, through December 31, 2015). The following are highlights of each section of the report.

Revenue

- Sewer Charges - The District received \$8.5 million (55% of the projected sewer service charges), which was collected from the ratepayers through their property tax bills in December 2015.
- Connection Fees - The sewer connection fees collected were approximately \$33,000. The major contributor was Marin Academy, who paid \$30,000 in connection fees for a new building with a science center and a fitness and training center.
- Property Taxes - The District received \$731,000 in property taxes.

The total revenue that the District received as of December 31, 2015, was \$9,331,094.

Expenditures – Supplies and Services

- Contract with City of San Rafael – The District has spent 48% of the \$3 million budget.

As of December 31, 2015, the District has spent \$1.9 million on Supplies and Services, which is 44% of this budget item.

Expenditures – 80-Year Life-Cycle Sewer Replacement Fund – Capital Improvements

- Warner Court – Project is complete with \$65,000 remaining in the budget.
- Sun Valley-California, Humboldt, Nevada (Phase 1) – Project is 65% complete with 54% of the budget spent. (Please note that the project was completed in March and within budget.)
- Lincoln Avenue, Paloma to Mission – Project is complete with \$169,000 remaining in the budget.
- H Street, Fourth to Forbes – Project was under construction during staffs’ preparation of the District’s budget for FY 2015-16, and staff underestimated the budget by \$15,835. However, the District anticipates that it will receive a portion of PG&E’s reimbursement to the City for the construction delay due to a gas transmission line that was in conflict with our project. The District’s portion of the reimbursement will be approximately \$23,000. As an option, staff can also re-allocate \$15,835 from the Warner Court budget to the H Street Project.

As of December 31, 2015, the District has spent \$2.1 million on the 80-Year Capital Improvement Projects, which is 33% of the \$6.4 million budget.

Expenditures – Pump Station & Force Main Capital Improvement Fund

- Cayes Pump Station – Project was under construction during staffs' preparation of the District's budget for the closeout of FY 2014-15 and the development of FY 2015-16. Staff underestimated the budget by \$5,409. However, staff can re-allocate \$5,409 from the Cathodic Protection budget to the Cayes Pump Station (see below).
- Cathodic Protection – Project is complete with \$38,265 remaining in the budget.
- Glenwood Pump Station – Project is 13% complete with 20% of the budget spent.

As of December 31, 2015, the District has spent \$587,000 on the Pump Station & Force Main Capital Improvement Projects, which is 25% of the \$2.3 million budget.

Central Marin Sanitation Agency

- Sewage Treatment – District has paid CMSA 49% of the budget amount.
- Sewage Treatment-debt service – District has paid CMSA 70% of the budget amount. Note that there are two payments annually. The first payment in September is principle and some interest; and the second payment in March is the remaining interest.

ACTION REQUIRED:

Staff recommends that the Board accept the Budget Status Report for the period of October 1, 2015, through December 31, 2015.

Attachment: Budget Status Report for the period 10-1-15 through 12-31-15

Budget Status

San Rafael Sanitation District

July 1, 2015 through December 31, 2015

OPERATING FUND				
ACCOUNT NUMBER - DESCRIPTION OF ITEM	ANNUAL BUDGET 2015-16	ACTUAL	BUDGET REMAINING	Actual as % of Budget
FUND BALANCE AT JUNE 30, 2015	13,249,000	12,828,480	(420,520)	
REVENUE				
400000 · Sewer assessments and charges	15,480,000 [†]	8,547,438	(6,932,562)	55%
410010 · Connection fees	10,000	33,216	23,216	332%
451000 · Property taxes	1,157,000	730,555	(426,445)	63%
4410125 · Interest income	15,000	13,932	(1,068)	93%
461000 · Aid from governmental agencies	-	5,953	5,953	*
499000 · Miscellaneous income	-	-	-	*
Total Revenue	16,662,000	9,331,094	(7,330,906)	56%
TOTAL RESOURCES AVAILABLE	29,911,000	22,159,574	(7,751,426)	
EXPENDITURES				
Supplies and Services				
2361 · Contract with San Rafael	3,005,000	1,442,578	1,562,422	48%
2388 · Training and education	6,500	1,313	5,187	20%
2477 · Conferences	5,500	-	5,500	0%
2131 · Memberships and subscriptions	14,000	10,706	3,294	76%
2534 · Telephone service	18,500	10,181	8,319	55%
2282 · Director's fees	5,200	1,600	3,600	31%
2713 · Legal services	30,000	7,483	22,517	25%
2325 · Consulting services	64,500	24,928	39,572	39%
2717 · Accounting fees	57,500	31,500	26,000	55%
2716 · Tax collection fees	39,000	22,168	16,832	57%
2059 · General insurance	124,500	59,176	65,324	48%
2051 · Claims and deductibles	35,000	-	35,000	0%
2321 · Public outreach	10,000	1,356	8,644	14%
2221 · Legal notice publications	1,500	-	1,500	0%
2122 · Rebates, refunds of conn fees	10,000	-	10,000	0%
2133 · Office & shop supplies	13,300	8,446	4,854	64%
2389 · Miscellaneous expenses	1,500	274	1,226	18%
2359 · Maint - pump sta's and force mains	210,000	63,496	146,504	30%
2360 · O&M - collection systems	170,000	67,296	102,704	40%
2535 · Electric utility costs	155,000	56,169	98,831	36%
2536 · Water utility costs	12,500	3,566	8,934	29%
2363 · Standby services	40,000	7,201	32,799	18%
2083 · Parts and repairs vehicles	51,500	16,243	35,257	32%
2106 · Odor control chemicals	81,500	48,824	32,676	60%
2021 · Uniforms	11,000	2,860	8,140	26%
2365 · Safety equipment and supplies	12,500	837	11,663	7%
4045 · Manhole raising	53,500	10,600	42,900	20%
4300 · FOG Program	37,000	4,959	32,041	13%
4188 · Facilities mapping services	95,000	37,200	57,800	39%
Total Supplies and Services	4,371,000	1,940,960	2,430,040	44%

[†] Revenue collection concentrated in second and fourth quarters of fiscal year.

Budget Status

San Rafael Sanitation District

July 1, 2015 through December 31, 2015

OPERATING FUND (Continued)				
ACCOUNT NUMBER - DESCRIPTION OF ITEM	ANNUAL BUDGET 2015-16	ACTUAL	BUDGET REMAINING	Actual as % of Budget
746040 · Central Marin Sanitation Agency				
4112 · Sewage treatment	4,470,000	2,193,457	2,276,543	49%
4113 · Sewage treatment - debt service	1,800,000	1,267,633	532,367	70%
Total 746040 · Central Marin Sanitation Agency	6,270,000	3,461,090	2,808,910	55%
Transfers to Capital Funds				
Equipment acquisition fund	320,000	320,000	-	100%
80-year life-cycle sewer replacement fund	4,866,000	4,866,000	-	100%
Pump station & force main capital improvements	1,638,000	1,638,000	-	100%
Total Transfers to Capital Funds	6,824,000 ²	6,824,000	-	100%
Budget Status Summary				
Total Supplies & Services	4,371,000	1,940,960	2,430,040	44%
Total Central Marin Sanitation District	6,270,000	3,461,090	2,808,910	55%
Total Transfers to capital funds	6,824,000	6,824,000	0	100%
Total Budgeted Expenditures	17,465,000	12,226,050	5,238,950	70%
FUND BALANCE - ENDING	12,446,000	9,933,524		

² Full amount of annual transfers to capital funds recorded in quarter ended September 2015.

EQUIPMENT ACQUISITION FUND				
ACCOUNT NUMBER - DESCRIPTION OF ITEM	ANNUAL BUDGET 2015-16	ACTUAL	BUDGET REMAINING	Actual as % of Budget
FUND BALANCE AT JUNE 30, 2015	1,085,000	1,085,000	-	
REVENUE				
Transfers from Operating Fund	320,000	320,000	-	100%
TOTAL RESOURCES AVAILABLE	1,405,000	1,405,000	-	100%
EXPENDITURES				
Equipment Acquisitions				
4830 · Vehicle and equipment acquisition	233,000	35,367	197,633	15%
Total Equipment Acquisitions	233,000	35,367	197,633	15%
FUND BALANCE - ENDING	1,172,000	1,369,633		

Budget Status

San Rafael Sanitation District

July 1, 2015 through December 31, 2015

80-YEAR LIFE-CYCLE SEWER REPLACEMENT FUND				
ACCOUNT NUMBER - DESCRIPTION OF ITEM	ANNUAL BUDGET 2015-16	ACTUAL	BUDGET REMAINING	Actual as % of Budget
FUND BALANCE AT JUNE 30, 2015	6,349,000	6,349,000	-	
REVENUE				
<i>Transfers from Operating Fund</i>	4,866,000	4,866,000	-	100%
TOTAL RESOURCES AVAILABLE	11,215,000	11,215,000	-	100%
EXPENDITURES				
Capital Improvements - Expend				
4313 · Warner Ct, Woodland Pl (80yr)	300,000	234,635	65,365	78%
4301 · Sewer System condition/capacity	350,000	875	349,125	0%
4309 · Sun Valley-Calif, Humbolt, Nevada	1,883,817	1,014,977	868,840	54%
4318 · Lincoln Ave, Paloma to Mission	840,000	670,905	169,095	80%
4319 · Lincoln Ave, Prospect to Paloma	1,800,000	37,274	1,762,726	2%
4317 · H Street, Fourth to Forbes	70,000	85,835 ³	(15,835)	123%
4320 · Rehab of Beach Sewers-Bayside	200,000	34,700	165,300	17%
4321 · Miscellaneous Projects (80yr)	130,183	-	130,183	0%
4323 · Woodland Pl/Ave & Octavia	700,000	-	700,000	0%
4324 · Sun Valley-Calif, Solano, Alpine, Windsor	100,000	-	100,000	0%
Total 746010 · Capital Improvements - Expend	6,374,000	2,079,201	4,294,799	33%
FUND BALANCE - ENDING	4,841,000	9,135,799		

³ Variance caused by difference of 6/30/15 expenditure estimate and the actual costs.

PUMP STATION & FORCE MAIN CAPITAL IMPROVEMENT FUND				
ACCOUNT NUMBER - DESCRIPTION OF ITEM	ANNUAL BUDGET 2015-16	ACTUAL	BUDGET REMAINING	Actual as % of Budget
FUND BALANCE AT JUNE 30, 2015	1,340,000	1,340,000	-	
REVENUE				
<i>Transfers from Operating Fund</i>	1,638,000	1,638,000	-	100%
TOTAL RESOURCES AVAILABLE	2,978,000	2,978,000	-	100%
EXPENDITURES				
Capital Improvements - Expend				
4143 · Cayes Pump Station	-	(5,409) ⁴	5,409	*
4145 · Cathodic Protection	290,000	251,735	38,265	87%
4146 · Glenwood Pump Station	1,700,000	340,509	1,359,491	20%
4151 · Force Main Condition Assessment	129,000	-	129,000	0%
4200 · Miscellaneous projects	130,000	-	130,000	0%
4142 · Stand Pipe at Pump Stations	100,000	-	100,000	0%
Total 746010 · Capital Improvements - Expend	2,349,000	586,835	1,762,165	25%
FUND BALANCE - ENDING	629,000	2,391,165		

⁴ Negative expenditure caused by difference of 6/30/15 expenditure estimate and the actual costs.



ACCOUNTANTS' COMPILATION REPORT

Board of Directors
San Rafael Sanitation District

Management is responsible for the accompanying special purpose statement of San Rafael Sanitation District (a California Special District) which comprise the budgetary status report for the period ended December 31, 2015, and for determining that the budgetary basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the accompanying statement nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any assurance on this special purpose budgetary comparison statement.

The special purpose statement is prepared in accordance with the budgetary basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. This report is intended for the information of the Board of Directors of the District.

Management has elected to omit substantially all of the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the special purpose budgetary comparison statement, they might influence the user's conclusions about the District's results of operations. Accordingly, this special purpose budget status report is not designed for those who are not informed about such matters.

We are not independent with respect to the District because we performed certain accounting services that impaired our independence.

Maher Accountancy
San Rafael, California
March 4, 2016



5.c.

SAN RAFAEL SANITATION DISTRICT
Agenda Item No. 5.c.

DATE: April 14, 2016
TO: Board of Directors, San Rafael Sanitation District
FROM: Doris Toy, District Manager/District Engineer *DT*
SUBJECT: Adopt resolution authorizing the District Manager/District Engineer to Sign an Amendment to Agreement with Park Engineering, Inc., for Additional Inspection Related Services for Various Projects

RECOMMENDATION

Adopt resolution authorizing the District Manager/District Engineer to sign an Amendment to Agreement with Park Engineering, Inc., for additional inspection related services for various projects.

BACKGROUND:

At the December 9, 2015, Board meeting, the Board authorized the District Manager/District Engineer to execute a Professional Services Agreement with Park Engineering, Inc., for inspection related services for various projects on a time-and-materials basis in the amount of \$47,871. Park Engineering has assisted the District with inspections from part-time to full-time at various periods for the Sun Valley Sewer Replacement Project, Phase I; the Glenwood Pump Station Improvement Project; The Village at Loch Lomond Marina subdivision; and lateral inspections. We initially anticipated that Park Engineering's services would only be required until the completion of the Sun Valley Project, Phase I, which was completed last month.

For our capital improvement projects for this year, the District will also need assistance with inspection. Our inspector will be out of the office for a couple of months starting on June 13th due to medical reasons. The District will have several construction projects occurring simultaneously in some months:

- Glenwood Pump Station is under construction and will be completed in July.
- The Village at Loch Lomond Pump Station, which is under construction by the developer and will be given to the District for ownership and maintenance, will be completed in June.
- Andy's Market and Mixed Use Project at The Village at Loch Lomond Marina will be starting in May and will require our staff to inspect its private sewer lines.
- Lincoln Avenue Sewer Improvement Project will start in May and will be completed in November.
- Sun Valley Sewer Replacement Project, Phase 2, is anticipated to start in June and end in October.

In addition to the above projects, there are lateral inspections and Underground Service Alert (USA) markings to perform.

ANALYSIS:

Staff proposes to extend and amend Park Engineering’s contract to assist the District in some of the inspection work. Please see below for the proposed inspection staffing schedule with various projects.

PROJECTS	2016							
	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
Glenwood PS Rehab	Rolando		Karen/Matt					
Village @ Loch Lomond Marina PS	Rolando							
Andy's Market/Mixed Use		Rolando						
Lincoln Ave, Prospect to Paloma	Danielle			Dave		Rolando		
Sun Valley, Phase 2			Danielle					
Lateral Inspections	Rolando					Rolando		
	Danielle							
USA's	Rolando					Rolando		
		Maintenance Staff						
Rolando Calvo - SRSD Inspector			Danielle White - Park Engineering					
Karen Chew - SRSD Senior Civil Engineer			Dave Baker - Park Engineering					
Matt Smith - SRSD Maintenance Superintendent			SRSD Maintenance Staff					

Danielle White, with Park Engineering, inspected the Sun Valley Sewer Replacement Project, Phase 1. Staff proposes to assign Danielle to inspect the Phase 2 portion of the project, since she is familiar with the work and the neighborhood. Since Sun Valley, Phase 2, will not start until June, Danielle can assist our inspector, Rolando Calvo, with lateral inspections and inspect the start of the Lincoln Avenue project. Once the Sun Valley project starts, Dave Baker, who is also a Park Engineering inspector, will be finished with inspecting a City project and will be able to assist the District for a couple of months until Rolando returns to work and is able to perform his field duties.

Park Engineering’s original agreement was in the amount of \$47,871.52, and there is approximately \$14,000 remaining. The proposed additional inspection services will be on a time-and-materials basis, not to exceed \$118,981.63.

FISCAL IMPACT:

Park Engineering’s cost for additional inspection services in the amount of \$118,981.63 will be funded out of the FY 2015-16 and 2016-17 Budget for the 80-Year Life-Cycle Sewer Replacement Fund.

ACTION REQUIRED:

Staff recommends that the Board adopt the resolution authorizing the District Manager/District Engineer to sign an Amendment to Agreement with Park Engineering, Inc., for additional inspection related services for various projects.

Attachment: Resolution
Amendment to Agreement

SAN RAFAEL SANITATION DISTRICT

RESOLUTION NO. 16-1131

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SAN RAFAEL SANITATION DISTRICT
AUTHORIZING THE DISTRICT MANAGER/DISTRICT ENGINEER
TO SIGN AN AMENDMENT TO AGREEMENT WITH
PARK ENGINEERING, INC., FOR
ADDITIONAL INSPECTION RELATED SERVICES
FOR VARIOUS PROJECTS
FOR AN ADDITIONAL AMOUNT OF \$118,981.63**

**THE BOARD OF DIRECTORS OF THE SAN RAFAEL SANITATION DISTRICT,
COUNTY OF MARIN, hereby resolves as follows:**

The District Manager/District Engineer is hereby authorized to execute, on behalf of the San Rafael Sanitation District, an Amendment to Agreement with Park Engineering, Inc., for additional inspection related services for various projects, a copy of which is hereby attached and by this reference made a part hereof.

PASSED AND ADOPTED at a regular meeting of the San Rafael Sanitation District Board of Directors held on the 14th day of April, 2016, by the following vote, to wit:

AYES:

NOES:

ABSENT/ABSTAIN:

SAN RAFAEL SANITATION DISTRICT

Gary O. Phillips, Chairman

ATTEST:

Maribeth Bushey, Secretary

**AMENDMENT TO AGREEMENT
FOR PROFESSIONAL SERVICES
TO COVER ADDITIONAL INSPECTION SERVICES BY
PARK ENGINEERING, INC., FOR VARIOUS PROJECTS**

This Amendment to the original Agreement is made and entered into this 14th day of April, 2016, by and between the SAN RAFAEL SANITATION DISTRICT and Park Engineering, Inc.

This Amendment covers an increase to the original contract budget amount of \$47,871.52 for inspection related services by approximately \$118,981.63 to cover additional inspection services requested by District staff for various projects.

All of the additional work will be in accordance with the attached proposal dated April 5, 2016, and attached herein as Exhibit "A".

SAN RAFAEL SANITATION DISTRICT

CONTRACTOR

Doris Toy
District Manager/District Engineer

PARK ENGINEERING, INC.

By: _____
Jaemin Park, P.E.

Title: _____

APPROVED AS TO FORM:

Jack F. Govi
Assistant County Counsel



EXHIBIT A

April 5, 2016

Ms. Doris Toy, P.E.
Director of San Rafael Sanitation District
111 Morphew Street
San Rafael, CA 94901

Subject: Continued Inspection Services

Dear Doris,

Park Engineering, Inc. is pleased to submit this proposal to continue to perform inspection services to the City of San Rafael Sanitation District to support various construction projects and inspection needs. I appreciate the opportunity to work with the District on these projects.

Danielle White will continue to support the District on an as-needed basis, but anticipated at full time through the summer, as determined by the District. She will report directly to you or your designated representative and perform the inspection duties as requested.

As discussed, the amount detailed in the attached cost estimate will be added to amend the current construction contract in place with the District, Park Engineering Project #15-013.

My role will be to manage the contract with the District and to ensure that Danielle has the necessary tools to complete the requested assignment.

If there are any questions, or if any additional information is needed, please contact me at 925-818-3756.

Sincerely,

A handwritten signature in blue ink that reads "Jaemin Park".

Jaemin Park, P.E.
President



City of San Rafael Sanitation District

Inspection Services

Various Projects

March 2016

Position	Hourly Rate	OT Rate	April	May	June	July	August	September	October	Hours	Cost
Danielle White, Inspector	\$116.19	\$174.29	168	168	176	160	184	168	168	1,024	\$ 118,981.63
										Total = \$ 118,981.63	

1. Rate includes vehicle, mobile phone, laptop and all equipment required to perform required duties.
2. Hours are full time for an estimated 7 months.



Marin County Civil Grand Jury
3501 Civic Center Drive, Room 275
San Rafael, CA 94903
Tel. 415-499-6132

CONFIDENTIAL

RECEIVED

MAR 16 2016

**SAN RAFAEL
SANITATION DIST.**

Date: March 10, 2016

Mayor Gary Phillips
San Rafael Sanitation District
1400 Fifth Avenue
San Rafael, CA 94901

Grand Jury Report: [2015-16 Web Transparency Report Card: Bringing Marin County's Local Governments to Light](#)
Available online: <https://goo.gl/dcpevl>
Report Date: March 10, 2016

Dear Mayor Gary Phillips,

The *advance copy* of the above report is now available online. Please note that Penal Code Section 933.05(f) specifically prohibits any disclosure of the contents of this report by a public agency or its officers or governing body prior to its release to the public, which will occur on March 17, 2016.

The Grand Jury requests that you respond in writing to the Findings and Recommendations contained in the report pursuant to Penal Code Section 933.05. The Penal Code is specific as to the format of responses.

Governing bodies should be aware that the comment or response from the governing body must be conducted in accordance with Penal Code section 933 (c) and subject to the notice, agenda, and open meeting requirements of the Ralph M. Brown Act. The Brown Act requires that any action of a public entity governing board occur only at a noticed meeting for which an agenda has been provided.

The Penal Code is also specific about the deadline for responses. You are required to submit your response to the Grand Jury within 90 days (June 10, 2016) of the report date:

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

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

Responses are public records. The clerk of the public agency affected must maintain a copy of your response. Should you have any questions or technical difficulties, please contact me at grandjury@marincounty.org or at the above address. Telephone inquiries can be made to Patti Church (Aide to the Grand Jury) at (415) 473-6132.

Sincerely,

Victoria Harrison, Foreperson Pro tem
2015-2016 Marin County Civil Grand Jury

Advance Grand Jury Report: <https://goo.gl/dcpevl>
Penal Code Section 933.05: <https://goo.gl/pSt6OX>
Response to Grand Jury Report Form: <https://goo.gl/vGhpTY>

6.a.

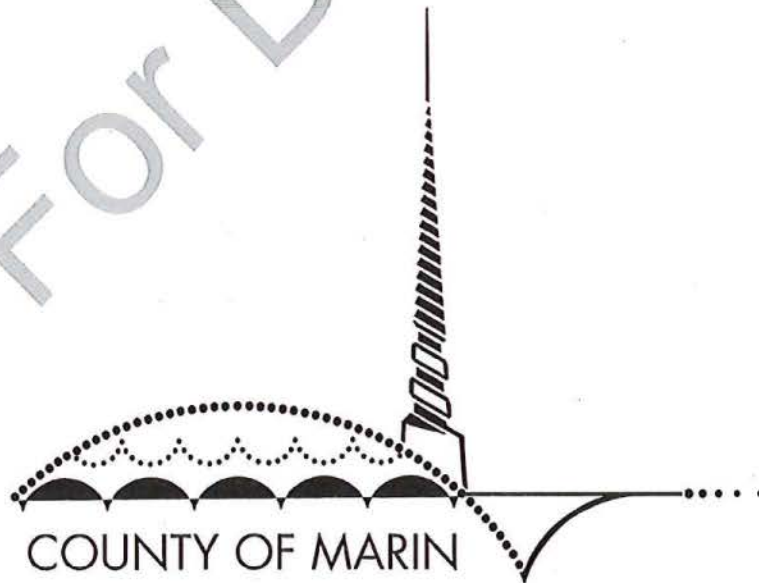
2015/2016 MARIN COUNTY CIVIL GRAND JURY

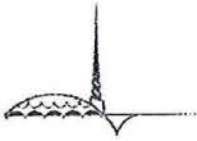
2015-16 Web Transparency Report Card
Bringing Marin County's Local Governments to Light

Report Date: March 10, 2016

Public Release Date: March 17, 2016

Not For Distribution





2015-16 Web Transparency Report Card

Bringing Marin County's Local Governments to Light

SUMMARY

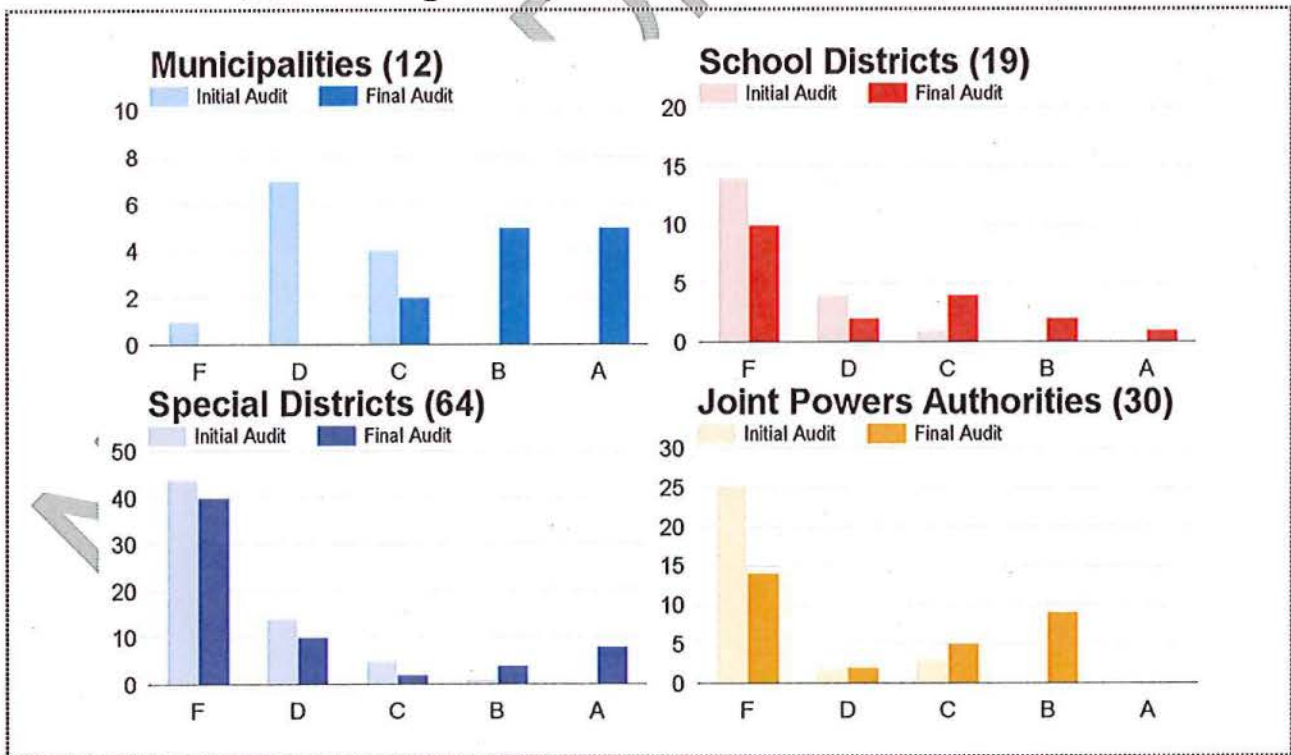
How important are government websites? In April 2015, the Pew Research Center reported¹ that “65% of Americans in the prior 12 months have used the internet to find data or information pertaining to government”. Between October 2015 and January 2016, the Marin County Civil Grand Jury audited local government agencies’ websites to evaluate the quality of online information such as budgets, audits and board member information. We found serious deficiencies. The Grand Jury provided each agency with our preliminary audits and described our approach. All agencies were offered the opportunity to improve their websites for a final audit. Many websites significantly improved, while others remained deficient. This audit report provides transparency improvement recommendations for Marin local agency websites.

126 local agencies were audited: 12 municipalities, 19 school districts, 64 special districts, 30 joint powers authorities (JPAs), and 1 rail district.

59 local agencies improved their websites, and 34 received a grade of B- or better.

27 local agencies have no website: 19 special districts and 8 joint powers authorities (JPAs).

Web Transparency Grade Distributions (F to A)



¹ http://pewinternet.org/files/2014/10/PI_OpenData_072815.pdf

BACKGROUND

"A lack of transparency results in distrust and a deep sense of insecurity."

— Dalai Lama

Marin residents are likely unaware of all the various agencies that serve them. Their property tax bills list² the charges assessed by these local agencies³: county, city, school, joint powers authorities, rail districts, special districts, and assessment districts. Appendix A illustrates a sample Marin property tax bill.

Increasing transparency for a local agency makes it easier to understand where tax dollars go. Residents should be able to easily find the description of services provided, the names and contact information of board members and management, the budget, agendas and minutes of meetings, and other information. Today, the most common source of information is the Internet. Compared with other information sources (i.e., phone calls or emails), online searching is often faster, more detailed, always accessible and anonymous.

An effective website presence can also benefit an agency. In the study, *Smarter eGovernment: The Economics of Online Services in Utah* (sponsored by the National Information Consortium⁴), the Center for Public Policy and Administration at the University of Utah found that Utah was able to save a total of \$46 million in the period of 2007-2011 by making traditionally “offline” (in-office) services available online.

State law requires transparency: The Ralph M. Brown Act (public meetings), The California Public Records Act (record keeping), California Fair Political Practices Reporting Requirements (economic interests), and financial reporting. While there is currently no requirement for an agency to have a website, there has been a growing movement to make governmental information available online (the “Open Data” movement). In 2013, President Obama signed an executive order “...that made open and machine-readable data the new default for government information”⁵, which launched Project Open Data. In 2014, Governor Brown signed Assembly Bill (AB) 2040⁶ requiring all local agencies that maintain websites to conspicuously post the annual compensation of its elected officials, officers, and employees. And in 2015, Governor Brown signed Assembly Bill (AB) 169⁷ and Senate Bill (SB) 272⁸

² The paper tax bill lists a *subset* of, while an online viewable bill on the County of Marin’s Assessor’s webpage (<http://www.marincounty.org/depts/ar/divisions/assessor/search-assessor-records>) details *all* the legal charges.

³ See glossary for definitions of agency types.

⁴ egov.com

⁵ <https://www.whitehouse.gov/open>

⁶ http://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201320140AB2040

⁷ https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201520160AB169

⁸ http://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201520160SB272

requiring all local agencies that maintain websites (except for school districts⁹) to make more of their information publicly available and searchable online.

Around the United States, several well-respected organizations have developed web transparency checklists for public agencies¹⁰. When the Grand Jury examined these checklists, we found items that either did not apply to California agencies or only applied to a specific type of agency. We decided to combine the best of each of these lists to create a single list of nine criteria that could apply to all Marin agencies, and added a tenth agency-specific criterion:

Web Transparency Checklist Criteria

1. Overview

- Mission Statement: *What is the agency's reason for existing?*
- Description of services/functions: *What actions does the agency undertake and what services does the agency provide?*
- Boundary of service area: *What specific area does the agency serve?*

2. Budget

- Budget for current fiscal year
- Budget for the three years prior to the current year
- Financial reserves policy: *What is the agency's policy for designated reserves and reserve funds? (The policy should be in the agency policy manual but also may be restated and found in the budget or audit reports)*

3. Meetings

- Board meeting schedule: *When specifically does the agency meet?*
- Archive of Board meeting agendas & minutes for at least the last 6 months: *Both approved minutes and past agendas*

4. Elected & Appointed Officials

- Board members (names, contact info, terms of office, compensation, and biography): *Who specifically represents the public on the Board? How can the public contact them? When were they elected (or appointed)? How much do they earn in this role (as required by Assembly Bill 2040 – in effect since January 1, 2015)? What background about the members illustrates their expertise for serving on the Board?*
- Election procedure and deadlines: *If the public wishes to apply to be on the Board, how and when can they do so?*
- Reimbursement and compensation policy: *Which (if any) expenses incurred by the Board are reimbursed?*

⁹ While these bills excluded school districts, the Grand Jury recognizes schools spend a large amount of tax dollars fulfilling their mission, and parents research their enrollment options using public information.

¹⁰ Sunshine Review (now Ballotpedia) (http://ballotpedia.org/Transparency_checklist), Illinois Policy (<https://www.illinoispolicy.org/10-point-transparency-checklist/>), Institute for Local Government (<http://www.ca-ilg.org/post/local-agency-website-transparency-opportunities>), and the Special District Leadership Foundation (<http://www.sdlf.org/#!transparency/cl0u>)

5. Administrative Officials

- General manager and key staff (names, contact info, compensation, and benefits): *Who specifically runs the agency on a day-to-day basis? How can the public contact them? How much do they earn in this role (as required by Assembly Bill 2040 in effect since January 1, 2015)? What specific benefits are they eligible for (healthcare, retirement plan, educational benefits, etc.)?*

6. Audits

- Current financial audit
- Financial audits for the three years prior to the current year

7. Contracts

- Current requests for proposals and bidding opportunities (over \$25,000 in value)
- Instructions on how to submit a bid or proposal
- Approved in force vendor contracts (over \$25,000 in value)

8. Public Records

- Online/downloadable Public Records Act (or FOIA) request form: *What is the best way for the public to request public records?*

9. Revenue Sources

- Summary of fees received: *fees-for-services (if any)?*
- Summary of revenue sources: *bonds, taxes, and/or grants?*

10. Other

- **Municipalities:** Total number of lobbyists employed and total spent on lobbying, downloadable permit applications, and zoning ordinances
- **School Districts:**
 - i. **For K-12:** School Accountability Report Card (SARC), California Assessment of Student Performance and Progress (CAASPP), and the California Healthy Kids Survey (CHKS)
 - ii. **For College:** California Community Colleges Student Success Scorecard
- **Special Districts:** Authorizing statute/enabling act (Principal Act or Special Act) and board member ethics training certificates
- **Rail Districts:** A copy of the Governing Documentation: *As enacted by Congress*
- **JPA's:** A copy of the Joint Powers Agreement: *As filed and adopted*

METHODOLOGY

Each agency's website was visited and each checklist item was validated for ease of access.

However, the first problem the Grand Jury encountered was that there was no single comprehensive list of agencies in Marin County. The Grand Jury found the following lists:

- *Special Districts In Marin 2015* (Marin County Department of Finance)¹¹
- *Index of Boards and Commissions* (Marin County Board of Supervisors)¹²
- *Marin School District Websites* (Marin County of Education)¹³
- *Directory of Local Marin County Governments* (Marin LAFCO)¹⁴
- *What Are Special Districts and Why Do They Matter?* (Marin County Civil Grand Jury)¹⁵
- *Roster of Public Agencies* (Marin County Clerk)¹⁶

These lists were inconsistent, incomplete and/or out-of-date. The Grand Jury worked with the Marin County Department of Finance to create an up-to-date comprehensive list of agencies¹⁷ and their contact information (see Appendix B). Specifically not included in the list of Marin-based agencies are a number of *regional* agencies that are funded *in part* by Marin taxpayers, including:

- Association of Bay Area Governments
- Bay Area Air Quality Management District
- Golden Gate Bridge, Highway & Transportation District
- Local Agency Formation Commission
- Metropolitan Transportation Commission
- National Association of Counties
- North Bay Watershed Association
- North Coast Railroad Authority

For transparency and ease of use, detailed information about each agency should be found with a few "clicks." Information that is buried in an agency's board minutes or on *other* websites not available in-a-click from the agency's website is not in the spirit of transparency. Long and complex PDF (Portable Document Format) documents, such as a budget or an audit report, must be text-searchable, and not simply a picture of a page of text, to easily find specific details.

¹¹ <http://marincounty.org/depts/df/special-districts>

¹² <http://apps.marincounty.org/bosboardsandcomm/default.aspx>

¹³ <http://marinschools.org/MCOE/District-Sites/Pages/default.aspx>

¹⁴ <http://lafco.marin.org/index.php/directory-list>

¹⁵ http://marincounty.org/~media/files/departments/gj/reports-responses/2013/spd_master_list_report.pdf

¹⁶ California Government Code §53051 requires public agencies to file a Statement of Facts within 70 days after the commencement of its legal existence. See Appendix C for the current State of California Statement of Facts.

¹⁷ It is quite likely that our search for Marin public agencies will still not uncover all of the agencies, due to inconsistent self-reporting to the California State Controller.

Using the agency-specific checklist, the Grand Jury assigned a minimum of two auditors to independently review each website to ensure audit correctness:

- Appendix D: Web Transparency Checklist for Marin Cities, Towns, and County
- Appendix E: Web Transparency Checklist for Marin School Districts
- Appendix F: Web Transparency Checklist for Marin Special Districts
- Appendix G: Web Transparency Checklist for Rail Districts
- Appendix H: Web Transparency Checklist for Marin Joint Powers Agreements (JPAs)

After completing the preliminary audit, the Grand Jury then shared with each agency a description of the audit process and the agency’s audit results. Agencies that chose to improve their website could complete an online self-audit form¹⁸, which the Grand Jury utilized in our final follow-up audit. Based on these findings, we then assigned a grade to each agency according to the Sunshine Review’s rubric¹⁹ to produce a report card (see example at right).

The scoring rubric grade was determined based on the number of points on the checklist for which the criteria was completely met. If an agency partially met the criteria, no points were awarded (but partially meeting the checklist was denoted with an “incomplete”). A point scale determined the letter grade awarded:

Points	0-2	3	4	5	6	7	8	9	10
Grade	F	D-	D	C-	C	B-	B	A-	A+

Example Agency	
GRADE: B	
Overview	✓
Budget	✓
Meetings	✓
Elected Officials	✓
Administrative Officials	✓
Audits	✓
Contracts	✗
Public Records	✓
Revenue Sources	✓
Agency Specific	○

- ✓ PRESENT
- ✗ MISSING
- INCOMPLETE

In 2013, Sunshine Review²⁰ calculated average web transparency grades for California counties (B), California cities (B+) and California schools (B). The Grand Jury believes that Marin should be as good as the California averages, and therefore selected B- as the minimum acceptable web transparency grade.

The final scorecards are listed in appendices:

- Appendix I: Marin Cities, Towns, and County Transparency Scorecards
- Appendix J: Marin School District Web Transparency Scorecards
- Appendix K: Marin Special District Web Transparency Scorecards
- Appendix L: Marin Rail District Web Transparency Scorecards
- Appendix M: Marin Joint Powers Authority Web Transparency Scorecards

¹⁸ We provided a minimum of one month’s time as well as technical support for the self-audit process.

¹⁹ http://ballotpedia.org/Transparency_report_card_%282013%29

²⁰ Ibid.

DISCUSSION

Website Creation

Although most Marin agencies have web sites, there is still a perception that not every agency has the resources to easily create and maintain a website. But, modern website creation software has made it possible for a non-tech-savvy person to manage website content easily (see Appendix N). For small agencies, it is not necessary to make a large investment to create a website. A simple website highlighting what the agency does, key agency contacts, board agendas, and audited budgets can encourage citizen participation and improve staff efficiency (answering frequently asked questions online). For larger agencies, it is an opportunity to showcase achievements and build trust with local citizenry.

Self-Auditing Feedback

After sharing the results of the preliminary web transparency audit with Marin County agencies, the Grand Jury received feedback, much of it agreeing with our preliminary audit's goals and results:

- *"The best practices transparency checklist you provided was very helpful and I believe we have indeed improved the quality of our website, making key information more easily accessible. Based on this experience we plan to make additional changes to our website in a continuous effort to be as transparent as possible"*
- *"We have made substantive changes to our web site. Additional items will be added in the same spirit and intent as they become available. Thank you for your evaluation and the opportunity for response."*
- *"We believe that your recommendations regarding providing online/downloadable Public Records Act (or FOIA) request forms is an important topic for our Board to review and consider as a potential exhibit item..."*
- *"...We are always trying to improve our website and online resources. I find this report card very helpful and have already started to make some improvements... We are starting the process to procure a new website and I think this will help us greatly as we put together the design and specifications ..."*
- *"We are in the midst of a website redevelopment project, and have noted the need to make these important items easier to find. We are taking this opportunity to create a "Transparency" webpage where any user can find all items on your list in one easy to find location."*
- *"Thank you for the opportunity to demonstrate our agency's commitment to transparency on its website. The web transparency checklist was very helpful in two ways. First, to make sure our website contains all of the information on the checklist, but also going through the review process showed that we can (and will) reorganize some of the information to make it even easier to find. We also plan to supplement the information in a few areas."*
- *"We have spent the last month working with our web developer and the best practices transparency list you sent. We developed a page that follows the identical format listed in this best practice guide, with links to the information required. We are very excited about this addition to our site and look forward to augmenting beyond what the Grand Jury has listed."*

Some of the feedback the Grand Jury received expressed a difference of opinion with the web transparency audit criteria:

- *“One of the items of transparency listed is a biography of each elected board member. We have intentionally not posted this.”*
- *“Our agency’s staff relies on the public to tell us specifically what items are missing from our website that the public would like posted. We make every effort to then post the material in a timely manner.”*
- *“The agency does not have a website. Public information is made available in accordance with the Public Records Act.”*
- *“[Budget] available upon request ... and was advised not to post by legal counsel.”*

The Grand Jury granted an extension to any agency that needed more time to update their website and to complete their self-audit. Some agencies stated they had insufficient resources to complete work within the given timeframe.

The County of Marin

The County of Marin is responsible for at least 28 special districts²¹ and 4 JPAs²². The Grand Jury questions why 20 of these agencies do not have websites. After sharing the results of our preliminary audits of these 32 agencies with the County, we received correspondence²³ from the County indicating that while some of the transparency criteria will be implemented in the future (contracts and municipal-specific), the notion of *“...providing and maintaining duplicative information regarding each distinct special district, community (sic) service area, flood control zone, permanent road division, joint powers agreement/agency (JPA’s), etc. does not appear to be the best way to provide straightforward information to our residents. Most of these are better described as financing mechanisms rather than municipal agencies. We believe that a single source of information is easier for residents to review and understand.”* and *“...we should also note that the Marin Local Agency Formation Commission (LAFCO) includes descriptive information regarding special districts and JPAs on its website, as well as information regarding other entities independent of the County of Marin.”*

While the Grand Jury supports the desire of the County to provide straightforward information, we disagree with the County’s approach. Marin LAFCO’s digital directory is provided as a service to the community, but there is no requirement that the directory be accurate or up-to-date. Since not all of the County Service Areas (CSAs) have websites, a citizen cannot easily understand a CSAs’ purpose, decision-making, and budgetary actions. It is unreasonable to ask citizens to become experts in sleuthing to find information. As a service to the citizens, the County could create a single web page (for each of

²¹ Dependent Special Districts: Bolinas Highlands Permanent Road Division, CSA #1 through CSA #33, Inverness Subdivision No. 2 Permanent Road Division, Marin County Fire Department, Marin County Flood Control and Water Conservation District, Marin County Lighting District, Marin County Open Space District, Monte Cristo Permanent Road Division, Mt View Ave-Lagunitas Permanent Road Division, Murray Park Sewer Maintenance District, Paradise Estate Permanent Road Division, Rush Creek Lighting and Landscape, and San Quentin Village Sewer Maintenance District.

²² JPAs: Gateway Improvement Authority, Gateway Refinancing Authority, Marin County Capital Improvements Financing Authority, and Marin County Open Space Financing Authority.

²³ Dated December 8, 2015

the dependent special districts and JPAs), that describes the role of the local agency with links to all the transparency criteria that can be found elsewhere on the County's website, and create its own digital directory of these local agencies.

Common Web Transparency Deficiencies

In reviewing all the Marin County agency websites and self-audits, we found a number of transparency criteria that were commonly missed:

1. **Overview:** Agencies often mistakenly considered a departmental list the same as a description of the public benefits of their services/functions. A boundary of service area can be easily understood with a map.
2. **Budget:** Finding key information in these long and complex documents often requires a text search, which is impossible if the budgets are in a non-text-searchable document format.
3. **Meetings:** Keep the meeting schedule and archive up-to-date.
4. **Elected & Appointed Officials:** While most agencies listed the names of the Board members, complete information about the Board members (contact info, terms of office, compensation, and biography) was often missing. Agencies were sometimes confused about where election procedures and deadlines can be found, often suggesting this information can be found at Marin County's Elections/Registrar of Voters. While this website has a wealth of *general* information, *specific* information about the procedures and deadlines should be clearly described on the agency's website.
5. **Administrative Officials:** Instead of showing actual salaries and benefits (as required by *Assembly Bill (AB) 2040*), we often found salary schedules instead. This was most commonly seen with school districts. We recommend putting a link to the agency's *Government Compensation in California* page (<http://publicpay.ca.gov/>)
6. **Audits:** Finding key financial information in these long and complex documents often requires a text search, which is impossible if the audits are in a non-text-searchable document format.
7. **Contracts:** Agencies often did not show their approved vendor contracts.
8. **Public Records:** If an agency does not have an online/downloadable Public Records Act (or FOIA) request form, specify how the public can contact the agency for more information (an email address or phone number, for example).
9. **Revenue Sources:** Agencies generally understood this criterion.
10. **Agency-Specific Information:** Agencies also generally understood this criterion.

It is the hope of the Grand Jury that all local government agencies' websites will continue to improve the accessibility, accuracy, completeness and usefulness of available online information for the public's benefit. Having seen web transparency grades improve from F to A+ during the audit process, we know it is possible.

"A democracy requires accountability and accountability requires transparency."

— President Barack Obama

FINDINGS

- F1. As of October 28, 2015, 27 Marin local agencies lacked public websites (and of the 99 agencies that have web sites, 65 did not satisfy the Grand Jury's web transparency criteria).
- F2. Inspecting the Marin County Clerk's *Roster of Public Agencies*, the Grand Jury discovered a majority of local agencies out of compliance per California Government Code §53051 (no filings or outdated filings).
- F3. Effective January 1, 2015, Assembly Bill (AB) 2040 requires that if a public agency "maintains an Internet Web site, it shall post, in a conspicuous location on its Internet Web site, information on the annual compensation of its elected officials, officers, and employees that is submitted to the Controller under §53891." The Grand Jury discovered a majority of the agencies were out of compliance (and potentially at-risk for fines and/or audit), per California Government Code sections 53895, 53895.7, and 53896).
- F4. The County of Marin does not currently publish a definitive list of all its dependent special districts and JPAs.
- F5. Marin County's *Roster of Public Agencies* is available for viewing only as hard copy at the office of the Marin County Clerk.

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. The form may be obtained by emailing: grandjury-audit@marincounty.org
- R2. 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.
- 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 Sections 12463 and 53909 of the California Government Code.
- R4. The Marin County Board of Supervisors should create a comprehensive online "digital directory" with links to all County of Marin's dependent special districts and JPAs.
- R5. To further improve web transparency, the County Clerk of Marin County should allow public remote Internet access to its *Roster of Public Agencies*.

REQUEST FOR RESPONSES

Pursuant to Penal Code section 933.05, the Grand Jury requests responses as follows:

From the following governing bodies:

- Almonte Sanitary District (R1, R2, R3)
- Alto Sanitary District (R1, R2, R3)
- Bel Marin Keys CSD (R1, R2, R3)
- Belvedere-Tiburon Joint Recreation Committee District (R1, R2)
- Belvedere-Tiburon Library Agency (R2, R3)
- Bolinas Community Public Utility District (R2)
- Bolinas Fire Protection District (R1, R2, R3)
- Bolinas Highlands Permanent Road Division (R1, R2, R3)
- Bolinas-Stinson Union District (R1, R3)
- Central Marin Police Authority (R1, R3)
- Central Marin Sanitation Agency (R2)
- City Of Belvedere (R2)
- City Of Larkspur (R2)
- City Of Mill Valley (R2)
- City Of Novato (R2, R3)
- City Of San Rafael (R2)
- City Of Sausalito (R2)
- Corte Madera Sanitary District No 2 (R1, R2, R3)
- County Of Marin (R1, R4, R5)
- CSA #1 (Loma Verde) (R1, R2, R3)
- CSA #6 (Gallinas Creek) (R1, R2, R3)
- CSA #9 (Northbridge) (R1, R2, R3)
- CSA #13 (Lucas Valley) (R1, R2, R3)
- CSA #14 (Homestead Valley) (R1, R2, R3)
- CSA #16 (Greenbrae) (R1, R2, R3)
- CSA #17 (Kentfield) (R1, R2, R3)
- CSA #18 (Las Gallinas) (R1, R2, R3)
- CSA #19 (San Rafael) (R1, R2, R3)
- CSA #20 (Indian Valley, Dominga Canyon) (R1, R2, R3)
- CSA #23 (Terra Linda) (R1, R2, R3)
- CSA #25 (Unincorporated Novato) (R1, R2, R3)
- CSA #27 (Ross Valley Paramedic) (R1, R2, R3)
- CSA #28 (West Marin Paramedic) (R1, R2, R3)
- CSA #29 (Paradise Cay) (R1, R2, R3)
- CSA #31 (County Fire) (R1, R2, R3)
- CSA #33 (Stinson Beach) (R1, R2, R3)

- Dixie School District (R1, R3)
- Fairfax Financing Authority (R1, R2, R3)
- Firehouse Community Park Agency (R1, R2, R3)
- Gateway Improvement Authority (R2, R3)
- Gateway Refinancing Authority (R2, R3)
- Homestead Valley Sanitary District (R1, R2, R3)
- Inverness Public Utility District (R1, R2, R3)
- Inverness Subdivision No. 2 Permanent Road Division (R1, R2, R3)
- Kentfield Fire Protection District (R1)
- Kentfield School District (R1, R3)
- Laguna Joint School District (R1, R3)
- Lagunitas School District (R1, R3)
- Larkspur Marina Financing Authority (R1, R2, R3)
- Larkspur-Corte Madera School District (R3)
- Las Gallinas Sanitary District (R2)
- Lincoln School District (R1, R3)
- Marin City CSD (R1, R2, R3)
- Marin Clean Energy (R1, R2, R3)
- Marin Community College District (R1, R3)
- Marin County Capital Improvements Financing Authority (R1, R2, R3)
- Marin County Fire Department (R1, R2, R3)
- Marin County Flood Control And Water Conservation District (R1, R2, R3)
- Marin County Hazardous And Solid Waste Joint Powers Authority (R2, R3)
- Marin County Lighting District (R1, R2, R3)
- Marin County Major Crimes Task Force (R1, R2, R3)
- Marin County Open Space District (R1, R3)
- Marin County Open Space Financing Authority (R1, R2, R3)
- Marin County Transit District (R3)
- Marin General Services Authority (R1, R2, R3)
- Marin Healthcare District (R1, R2, R3)
- Marin Municipal Water District (R3)
- Marin Municipal Water District Financing Corporation (R1, R3)
- Marin Pupil Transportation Agency (R1, R2, R3)
- Marin Resource Conservation District (R2)
- Marin Schools Insurance Authority (R1, R2)
- Marin Telecommunications Agency (R2, R3)
- Marin/Sonoma Mosquito & Vector Control District (R2)
- Marinnet Consortium Joint Powers Authority (R1, R2, R3)
- Marinwood Community Service District (R1, R2, R3)
- Mill Valley Financing Authority (R1, R2, R3)
- Mill Valley School District (R1, R3)

- Monte Cristo Permanent Road Division (R1, R2, R3)
- Mt View Ave-Lagunitas Permanent Road Division (R1, R2, R3)
- Muir Beach Community Services District (R1, R2, R3)
- Murray Park Sewer Maintenance District (R1, R2, R3)
- Nicasio School District (R1, R3)
- North Marin Water District (R2)
- Northern CA Community Colleges Self Insurance Authority (R1, R2, R3)
- Novato - Kendon Lane Improvement (R1, R2, R3)
- Novato Fire Protection District (R2)
- Novato Public Finance Authority (R1, R2, R3)
- Paradise Estate Permanent Road Division (R1, R2, R3)
- Reed Union School District (R1, R3)
- Richardson Bay Regional Agency (R1, R2, R3)
- Richardson Bay Sanitary District (R1, R2, R3)
- Ross School District (R1, R3)
- Ross Valley Fire Department (R1, R2)
- Ross Valley Paramedic Authority (R2)
- Ross Valley Sanitary District (R1, R2, R3)
- Ross Valley School District (R3)
- Rush Creek Lighting And Landscape (R1, R2, R3)
- San Quentin Village Sewer Maintenance District (R1, R2, R3)
- San Rafael City Schools (R1, R3)
- San Rafael Joint Powers Financing Authority (R1, R2, R3)
- San Rafael Sanitation District (R1, R3)
- Sausalito - Marin City Sanitary District (R2)
- Sausalito Marin City School District (R1, R3)
- Sewerage Agency Of Southern Marin (R1, R3)
- Shoreline Unified School District (R1, R3)
- Sleepy Hollow Fire Protection District (R1, R2, R3)
- Sonoma-Marin Area Rail Transit (R1, R2, R3)
- Southern Marin Emergency Medical-Paramedic System (R2)
- Southern Marin Fire Protection District (R2, R3)
- Stinson Beach County Water District (R1, R2, R3)
- Stinson Beach Fire Protection District (R1, R2, R3)
- Strawberry Recreation District (R1, R2)
- Tamalpais Community Services District (R2)
- Tamalpais Union High School District (R1, R3)
- Tiburon Fire Protection District (R1, R2, R3)
- Tiburon Sanitary District #5 (R1, R2, R3)
- Tomales Village Community Services District (R1, R2, R3)
- Town Of Corte Madera (R2)

- Town Of Fairfax (R2)
- Town Of Ross (R1, R2, R3)
- Town Of San Anselmo (R2)
- Town Of Tiburon (R2)
- Union Joint School District (R1, R3)

The governing bodies indicated above should be aware that the comment or response of the governing body must be conducted in accordance with Penal Code section 933 (c) and subject to the notice, agenda and open meeting requirements of the Brown Act.

INVITED TO RESPOND

Since the following agencies have satisfied all applicable recommendations, the governing bodies are invited to respond to this report but are not required to do so:

- Marin Emergency Radio Authority
- Novato Sanitary District
- Novato Unified School District

Note: At the time this report was prepared, website transparency information was available at the sites listed.

Reports issued by the Civil Grand Jury do not identify individuals interviewed. Penal Code Section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Civil Grand Jury. The California State Legislature has stated that it intends the provisions of Penal Code Section 929 prohibiting disclosure of witness identities to encourage full candor in testimony in Grand Jury investigations by protecting the privacy and confidentiality of those who participate in any Civil Grand Jury investigation.

APPENDIX A: Sample Marin Assessor Bill for Tax Year 2015**Property Tax Breakdown By Fund**

Fund Id	Tax Rate	Fund Title	Contact Information	Amount
	1.0000	BASIC TAX		7729.18
101160		COUNTY FREE LIBRARY MEAS A	LESLIE GALIANI (415) 473-4370	49.00
102587		FCZ #1 - NOVATO	DAVE NICHOLSON (415) 473-6535	9.00
105110		MS MOSQUITO #1	MARIA GARCIA-ADARVE (800) 273-5167	12.00
105250		NOVATO FIRE PROTECTION DISTRICT	DAN HOM (415) 878-2690	442.84
105427		SANITARY #6 - NOVATO	ROBIN MERRILL XT 109 (415) 892-1694	533.00
107651		NOVATO UNIFIED SCHOOL	RENEE BRACKEN (415) 493-4262	251.00
108934	0.0027	MARIN COM COLLEGE2004-1 C-11/04	DEPT OF FINANCE TAX DIVISION (415) 473-6168	20.86
108937	0.0161	NOVATO SCHOOL BNDS'05 A-11/2001	DEPT OF FINANCE TAX DIVISION (415) 473-6168	124.42
108940	0.0289	NOVATO SCHOOL BNDS'06 A-11/2001	DEPT OF FINANCE TAX DIVISION (415) 473-6168	223.36
108945	0.0067	MARIN COM COLLEGE2004-2 C-11/04	DEPT OF FINANCE TAX DIVISION (415) 473-6168	51.78
108949	0.0038	MARIN COM COLLEGE2004-3 C-11/04	DEPT OF FINANCE TAX DIVISION (415) 473-6168	29.36
108957	0.0167	NOVATO SCHOOLS-2011 REFUNDING	DEPT OF FINANCE TAX DIVISION (415) 473-6168	129.06
108967	0.0048	MARIN COM COLLEGE 2004-4 C-11/04	PROPERTY TAX DIVISION (415) 473-6168	37.10
109130		LIBRARY ZONE #2 COUN MARIN	LESLIE GALIANI (415) 473-4370	36.00
109159		CITY OF NOVATO-RUNOFF CHARGE	HARRIS & ASSOCIATES (866) 427-4304	15.00
109254	0.0037	NOVATO CITY BONDS-SERIES 2007	DEPT OF FINANCE TAX DIVISION (415) 473-6168	28.58
109278	0.0146	CITY OF NOVATO REFUNDING	DEPT OF FINANCE TAX DIVISION (415) 473-6168	112.84
Total Bill Charges:				9834.38

The above information has been extracted from the Assessor's Equalized Tax Roll and reflects the most recent tax bill.

APPENDIX B: Marin County Agency List

Agency Name	Type	Agency Web Address (URL)
Almonte Sanitary District	SPD	almontesd.org
Alto Sanitary District	SPD	altosanitarydistrict.org
Bel Marin Keys CSD	SPD	bmksd.us
Belvedere, City Of	MUNI	cityofbelvedere.org
Belvedere-Tiburon Joint Recreation Committee District	JPA	cityofbelvedere.org/index.aspx?NID=211
Belvedere-Tiburon Library Agency	JPA	beltibrary.org
Bolinas Community Public Utility District	SPD	bcpud.org
Bolinas Fire Protection District	SPD	bolinasfire.org
Bolinas Highlands Permanent Road Division	SPD	-
Bolinas-Stinson Union District	SCH	bolinas-stinson.org
Central Marin Police Authority	JPA	centralmarinpolice.org
Central Marin Sanitation Agency	JPA	cmsa.us
Corte Madera, Town Of	MUNI	townofcortemadera.org
Corte Madera Sanitary District No 2	SPD	townofcortemadera.org/391/Sanitary-District-No-2
CSA #1 (Loma Verde)	SPD	-
CSA #6 (Gallinas Creek)	SPD	apps.marincounty.org/bosboardsandcomm/boardpage.aspx?BrdID=27&return=default.aspx
CSA #9 (Northbridge)	SPD	-
CSA #13 (Lucas Valley)	SPD	-
CSA #14 (Homestead Valley)	SPD	-
CSA #16 (Greenbrae)	SPD	marincountyparks.org/depts/pk/about-us/main/board-meeting-archives/csa-16
CSA #17 (Kentfield)	SPD	-
CSA #18 (Las Gallinas)	SPD	apps.marincounty.org/bosboardsandcomm/boardpage.aspx?BrdID=20&return=default.aspx
CSA #19 (San Rafael)	SPD	-
CSA #20 (Indian Valley, Dominga Canyon)	SPD	apps.marincounty.org/bosboardsandcomm/boardpage.aspx?BrdID=100&return=default.aspx
CSA #23 (Terra Linda)	SPD	-
CSA #25 (Unincorporated Novato)	SPD	-

Agency Type: JPA = Joint Powers Authority / MUNI = Municipality / RAIL = Rail / SCH = School / SPD = Special District

APPENDIX B: Marin County Agency List (cont'd)

Agency Name	Type	Agency Web Address (URL)
CSA #27 (Ross Valley Paramedic)	SPD	-
CSA #28 (West Marin Paramedic)	SPD	-
CSA #29 (Paradise Cay)	SPD	apps.marincounty.org/bosboardsandcomm/boardpage.aspx?BrdID=26&return=default.aspx
CSA #31 (County Fire)	SPD	-
CSA #33 (Stinson Beach)	SPD	apps.marincounty.org/bosboardsandcomm/boardpage.aspx?BrdID=92&return=default.aspx
Dixie School District	SCH	dixieschooldistrict.org
Fairfax, Town Of	MUNI	town-of-fairfax.org
Fairfax Financing Authority	JPA	town-of-fairfax.org/html/council.html
Firehouse Community Park Agency	JPA	-
Gateway Improvement Authority	JPA	marincounty.org/depts/ed/divisions/planning/gateway-improvement-authority
Gateway Refinancing Authority	JPA	marincounty.org/depts/ed/divisions/planning/gateway-refinancing-authority
Homestead Valley Sanitary District	SPD	homesteadvalleysd.org
Inverness Public Utility District	SPD	invernesspud.org
Inverness Subdivision No. 2 Permanent Road Division	SPD	-
Kentfield Fire Protection District	SPD	kentfieldfire.org
Kentfield School District	SCH	kentfieldschools.org
Laguna Joint School District	SCH	lagunaschool.org
Lagunitas School District	SCH	lagunitas.org
Larkspur, City Of	MUNI	larkspurcityhall.org
Larkspur Marina Financing Authority	JPA	-
Larkspur-Corte Madera School District	SCH	lcmschools.org
Las Gallinas Sanitary District	SPD	lgvsd.org
Lincoln School District	SCH	districts.marinschools.org/sites/lincoln/SitePages/Home.aspx
Marin City CSD	SPD	marincitygov.org
Marin Clean Energy	JPA	mcecleanenergy.org
Marin Community College District	SCH	marin.edu

Agency Type: JPA = Joint Powers Authority / MUNI = Municipality / RAIL = Rail / SCH = School / SPD = Special District

APPENDIX B: Marin County Agency List (cont'd)

Agency Name	Type	Agency Web Address (URL)
Marin County	MUNI	marincounty.org
Marin County Capital Improvements Financing Authority	JPA	-
Marin County Fire Department	SPD	marincountyfire.org
Marin County Flood Control And Water Conservation District	SPD	marinwatersheds.org/flood_control_zones.html
Marin County Hazardous And Solid Waste Joint Powers Authority	JPA	zerowastemarin.org
Marin County Law Library ²⁴	SPD	marincountylawlibrary.org
Marin County Lighting District	SPD	-
Marin County Major Crimes Task Force	JPA	marinsheriff.org/about.aspx?gi_id=95
Marin County Open Space District	SPD	marincountyparks.org/depts/pk/divisions/open-space
Marin County Open Space Financing Authority	JPA	-
Marin County Transit District	SPD	marintransit.org
Marin Emergency Radio Authority	JPA	meraonline.org/index.cfm
Marin General Services Authority	JPA	maringsa.org
Marin Healthcare District	SPD	marinhealthcare.org
Marin Municipal Water District	SPD	marinwater.org
Marin Municipal Water District Financing Corporation	JPA	-
Marin Pupil Transportation Agency	JPA	-
Marin Resource Conservation District	SPD	marinrcd.org
Marin Schools Insurance Authority	JPA	msiajpa.org
Marin Telecommunications Agency	JPA	mtamarin.org
Marin/Sonoma Mosquito & Vector Control District	SPD	msmosquito.com
Marinet Consortium Joint Powers Authority	JPA	marinet.lib.ca.us/screens/help_marinet.html
Marinwood Community Service District	SPD	marinwood.org
Mill Valley, City Of	MUNI	cityofmillvalley.org

Agency Type: JPA = Joint Powers Authority / MUNI = Municipality / RAIL = Rail / SCH = School / SPD = Special District

²⁴ Found too late for inclusion in web transparency audit

APPENDIX B: Marin County Agency List (cont'd)

Agency Name	Type	Agency Web Address (URL)
Mill Valley Financing Authority	JPA	cityofmillvalley.org/Index.aspx?page=1694
Mill Valley School District	SCH	mvschools.org
Monte Cristo Permanent Road Division	SPD	-
Mt View Ave-Lagunitas Permanent Road Division	SPD	-
Muir Beach Community Services District	SPD	muirbeachcsd.com
Murray Park Sewer Maintenance District	SPD	marincounty.org/depts/pw/divisions/capital-projects/sewer-districts
Nicasio School District	SCH	nicasioschool.org
North Marin Water District	SPD	nmwd.com
Northern CA Community Colleges Self Insurance Authority	JPA	-
Novato, City Of	MUNI	novato.org
Novato - Kendon Lane Improvement	SPD	-
Novato Fire Protection District	SPD	novatofire.org
Novato Public Finance Authority	JPA	novato.org/government/boards-commissions-committees/novato-public-finance-authority
Novato Sanitary District	SPD	novatosan.com
Novato Unified School District	SCH	nUSD.org
Paradise Estate Permanent Road Division	SPD	-
Reed Union School District	SCH	reedschools.org
Richardson Bay Regional Agency	JPA	rbra.ca.gov
Richardson Bay Sanitary District	SPD	richardsonbaysd.org
Ross, Town Of	MUNI	townofross.org
Ross School District	SCH	rossbears.org
Ross Valley Fire Department	JPA	rossvalleyfire.org
Ross Valley Paramedic Authority	JPA	rossvalleypa.org
Ross Valley Sanitary District	SPD	rvsd.org
Ross Valley School District	SCH	rossvalleyschools.org
Rush Creek Lighting And Landscape	SPD	-
San Anselmo, Town Of	MUNI	townofsananselmo.org

! Agency Type: JPA = Joint Powers Authority / MUNI = Municipality / RAIL = Rail / SCH = School / SPD = Special District !

APPENDIX B: Marin County Agency List (cont'd)

Agency Name	Type	Agency Web Address (URL)
San Quentin Village Sewer Maintenance District	SPD	marincounty.org/depts/pw/divisions/capital-projects/sewer-districts
San Rafael, City Of	MUNI	cityofsanrafael.org
San Rafael City Schools	SCH	srcs.org
San Rafael Joint Powers Financing Authority	JPA	-
San Rafael Sanitation District	SPD	cityofsanrafael.org/pubworks-home
Sausalito, City Of	MUNI	ci.sausalito.ca.us
Sausalito - Marin City Sanitary District	SPD	sausalitomarincitysanitarydistrict.com
Sausalito Financing Authority ²⁵	JPA	-
Sausalito Marin City School District	SCH	smcsd.org
Sewerage Agency Of Southern Marin	JPA	cityofmillvalley.org/Index.aspx?page=49
Shoreline Unified School District	SCH	shorelineunified.org
Sleepy Hollow Fire Protection District	SPD	shfpd.org
Sonoma-Marin Area Rail Transit	RAIL	sonomamarintrain.org
Southern Marin Emergency Medical-Paramedic System	JPA	smemps.org
Southern Marin Fire Protection District	SPD	southernmarinfire.org
Stinson Beach County Water District	SPD	stinson-beach-cwd.dst.ca.us
Stinson Beach Fire Protection District	SPD	stinsonbeachfire.com
Strawberry Recreation District	SPD	strawberry.marin.org
Tamalpais Community Services District	SPD	tcsd.us
Tamalpais Union High School District	SCH	tamdistrict.org
Tiburon, Town Of	MUNI	townoftiburon.org
Tiburon Fire Protection District	SPD	tiburonfire.org
Tiburon Sanitary District #5	SPD	sani5.org
Tomales Village Community Services District	SPD	tomalescsd.ca.gov
Transportation Authority of Marin ²⁶	JPA	tam.ca.gov
Union Joint School District	SCH	districts.marinschools.org/sites/Union/SitePages/Home.aspx

! Agency Type: JPA = Joint Powers Authority / MUNI = Municipality / RAIL = Rail / SCH = School / SPD = Special District !

²⁵ Found too late for inclusion in web transparency audit

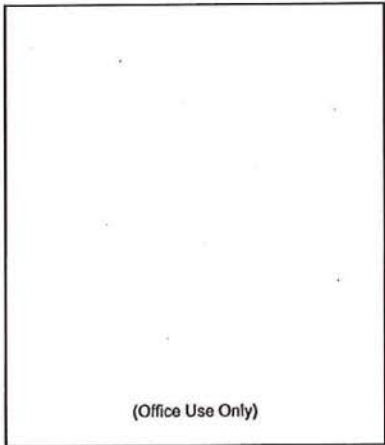
²⁶ Found too late for inclusion in web transparency audit

APPENDIX C: State of California Statement of Facts



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 [] Update []

Legal name of Public Agency: _____

Nature of Update: _____

County: _____

Official Mailing Address: _____

Name and Address of each member of the governing board:

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

Name: _____ Address: _____

Secretary or Clerk (Indicate Title): _____

Name: _____ Address: _____

Members:

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

RETURN ACKNOWLEDGMENT TO: (Type or Print)

NAME []

ADDRESS []

CITY/STATE/ZIP []

Date

Signature

Typed Name and Title

SEO/STATE NPSF 405 Rev 04/2015

From: http://www.sos.ca.gov/business-programs/special-filings/forms

APPENDIX D: Web Transparency Checklist for Marin Cities, Towns, and County

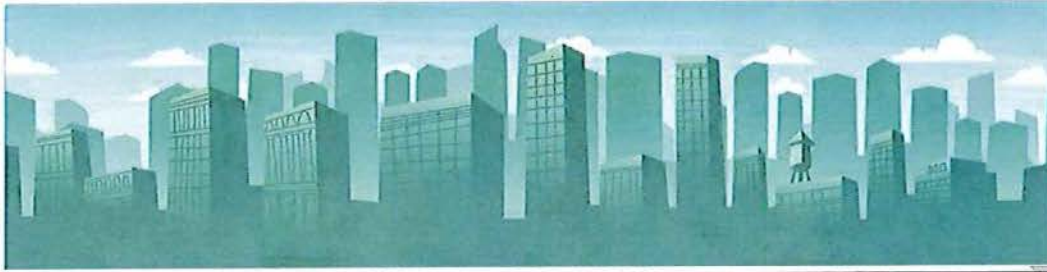


Criteria	Features
Overview	<ul style="list-style-type: none"> ● Mission Statement (“What we do”) ● Description of services/functions ● Boundary of service area
Budget	<ul style="list-style-type: none"> ● Budget for current fiscal year, ● Budget for the past three years ● Financial reserves policy
Meetings	<ul style="list-style-type: none"> ● Board meeting schedule ● Archive of Board meeting agendas & minutes for at least the last 6 months
Elected & Appointed Officials	<ul style="list-style-type: none"> ● Board members (names, contact info, terms of office, compensation, and biography) ● Election procedure and deadlines, ● Reimbursement and compensation policy
Administrative Officials	<ul style="list-style-type: none"> ● General manager and key staff (names, contact info, compensation, and benefits)
Audits	<ul style="list-style-type: none"> ● Current financial audit ● Financial audits for the past three years
Contracts	<ul style="list-style-type: none"> ● Current requests for proposals and bidding opportunities (more than \$25,000 in value) ● Instructions on how to submit a bid or proposal ● Approved vendor contracts (more than \$25,000 in value)
Public Records	<ul style="list-style-type: none"> ● Online/downloadable Public Records Act (or FOIA) request form
Revenue Sources	<ul style="list-style-type: none"> ● Summary of fees received and summary of revenue sources
Municipal Specific	<ul style="list-style-type: none"> ● Total number of lobbyists employed and total spent on lobbying ● Downloadable permit applications ● Zoning ordinances

APPENDIX E: Web Transparency Checklist for Marin School Districts



Criteria	Features
Overview	<ul style="list-style-type: none"> ● Mission Statement (“What we do”) ● Description of services/functions ● Boundary of service area
Budget	<ul style="list-style-type: none"> ● Budget for current fiscal year, ● Budget for the past three years ● Financial reserves policy
Meetings	<ul style="list-style-type: none"> ● Board meeting schedule ● Archive of Board meeting agendas & minutes for at least the last 6 months
Elected Officials	<ul style="list-style-type: none"> ● Board members (names, contact info, terms of office, compensation, and biography) ● Election procedure and deadlines, ● Reimbursement and compensation policy
Administrative Officials	<ul style="list-style-type: none"> ● General manager and key staff (names, contact info, compensation, and benefits)
Audits	<ul style="list-style-type: none"> ● Current financial audit ● Financial audits for the previous three years
Contracts	<ul style="list-style-type: none"> ● Current requests for proposals and bidding opportunities (more than \$25,000 in value) ● Instructions on how to submit a bid or proposal ● Approved vendor contracts (more than \$25,000 in value)
Public Records	<ul style="list-style-type: none"> ● Online/downloadable Public Records Act (or FOIA) request form
Revenue Sources	<ul style="list-style-type: none"> ● Summary of fees received and summary of revenue sources
Reports	<p>For K-12:</p> <ul style="list-style-type: none"> ● School Accountability Report Card (SARC) ● California Assessment of Student Performance and Progress (CAASPP) ● The California Healthy Kids Survey (CHKS). <p>For College:</p> <ul style="list-style-type: none"> ● California Community Colleges Student Success Scorecard

APPENDIX F: Web Transparency Checklist for Marin Special Districts

Criteria	Features
Overview	<ul style="list-style-type: none"> ● Mission Statement (“What we do”) ● Description of services/functions ● Boundary of service area
Budget	<ul style="list-style-type: none"> ● Budget for current fiscal year, ● Budget for the past three years ● Financial reserves policy
Meetings	<ul style="list-style-type: none"> ● Board meeting schedule ● Archive of Board meeting agendas & minutes for at least the last 6 months
Elected Officials	<ul style="list-style-type: none"> ● Board members (names, contact info, terms of office, compensation, and biography) ● Election procedure and deadlines, ● Reimbursement and compensation policy
Administrative Officials	<ul style="list-style-type: none"> ● General manager and key staff (names, contact info, compensation, and benefits)
Audits	<ul style="list-style-type: none"> ● Current financial audit ● Financial audits for the past three years
Contracts	<ul style="list-style-type: none"> ● Current requests for proposals and bidding opportunities (more than \$25,000 in value) ● Instructions on how to submit a bid or proposal ● Approved vendor contracts (more than \$25,000 in value)
Public Records	<ul style="list-style-type: none"> ● Online/downloadable Public Records Act (or FOIA) request form
Revenue Sources	<ul style="list-style-type: none"> ● Summary of fees received and summary of revenue sources
District Specific	<ul style="list-style-type: none"> ● Authorizing statute/enabling act (Principal Act or Special Act) ● Board member ethics training certificates

APPENDIX G: Web Transparency Checklist for Rail Districts



Criteria	Features
Overview	<ul style="list-style-type: none"> ● Mission Statement (“What we do”) ● Description of services/functions ● Boundary of service area
Budget	<ul style="list-style-type: none"> ● Budget for current fiscal year, ● Budget for the past three years ● Financial reserves policy
Meetings	<ul style="list-style-type: none"> ● Board meeting schedule ● Archive of Board meeting agendas & minutes for at least the last 6 months
Elected & Appointed Officials	<ul style="list-style-type: none"> ● Board members (names, contact info, terms of office, compensation, and biography) ● Election procedure and deadlines, ● Reimbursement and compensation policy
Administrative Officials	<ul style="list-style-type: none"> ● General manager and key staff (names, contact info, compensation, and benefits)
Audits	<ul style="list-style-type: none"> ● Current financial audit ● Financial audits for the past three years
Contracts	<ul style="list-style-type: none"> ● Current requests for proposals and bidding opportunities (more than \$25,000 in value) ● Instructions on how to submit a bid or proposal ● Approved vendor contracts (more than \$25,000 in value)
Public Records	<ul style="list-style-type: none"> ● Online/downloadable Public Records Act (or FOIA) request form
Revenue Sources	<ul style="list-style-type: none"> ● Summary of fees received and summary of revenue sources
Governing Document	<ul style="list-style-type: none"> ● As established by California State Assembly

APPENDIX H: Web Transparency Checklist for Marin Joint Powers Agreements (JPAs)



Criteria	Features
Overview	<ul style="list-style-type: none"> ● Mission Statement (“What we do”) ● Description of services/functions ● Boundary of service area
Budget	<ul style="list-style-type: none"> ● Budget for current fiscal year, ● Budget for the past three years ● Financial reserves policy
Meetings	<ul style="list-style-type: none"> ● Board meeting schedule ● Archive of Board meeting agendas & minutes for at least the last 6 months
Elected & Appointed Officials	<ul style="list-style-type: none"> ● Board members (names, contact info, terms of office, compensation, and biography) ● Election procedure and deadlines, ● Reimbursement and compensation policy
Administrative Officials	<ul style="list-style-type: none"> ● General manager and key staff (names, contact info, compensation, and benefits)
Audits	<ul style="list-style-type: none"> ● Current financial audit ● Financial audits for the past three years
Contracts	<ul style="list-style-type: none"> ● Current requests for proposals and bidding opportunities (more than \$25,000 in value) ● Instructions on how to submit a bid or proposal ● Approved vendor contracts (more than \$25,000 in value)
Public Records	<ul style="list-style-type: none"> ● Online/downloadable Public Records Act (or FOIA) request form
Revenue Sources	<ul style="list-style-type: none"> ● Summary of fees received and summary of revenue sources
JPA Agreement	<ul style="list-style-type: none"> ● A copy of the Joint Powers Agreement (as filed and adopted by member agencies)

APPENDIX I: Marin Cities, Towns, and County Transparency Scorecards

City of Belvedere	Town of Corte Madera	Town of Fairfax	City of Larkspur	City of Mill Valley
GRADE: B-	GRADE: A+	GRADE: B-	GRADE: A-	GRADE: A-
Overview	Overview	Overview	Overview	Overview
Budget	Budget	Budget	Budget	Budget
Meetings	Meetings	Meetings	Meetings	Meetings
Elected Officials	Elected Officials	Elected Officials	Elected Officials	Elected Officials
Administrative Officials	Administrative Officials	Administrative Officials	Administrative Officials	Administrative Officials
Audits	Audits	Audits	Audits	Audits
Contracts	Contracts	Contracts	Contracts	Contracts
Public Records	Public Records	Public Records	Public Records	Public Records
Revenue Sources	Revenue Sources	Revenue Sources	Revenue Sources	Revenue Sources
Municipal Specific	Municipal Specific	Municipal Specific	Municipal Specific	Municipal Specific
City of Novato	Town of Ross	Town of San Anselmo	City of San Rafael	City of Sausalito
GRADE: B-	GRADE: C	GRADE: B-	GRADE: B	GRADE: A+
Overview	Overview	Overview	Overview	Overview
Budget	Budget	Budget	Budget	Budget
Meetings	Meetings	Meetings	Meetings	Meetings
Elected Officials	Elected Officials	Elected Officials	Elected Officials	Elected Officials
Administrative Officials	Administrative Officials	Administrative Officials	Administrative Officials	Administrative Officials
Audits	Audits	Audits	Audits	Audits
Contracts	Contracts	Contracts	Contracts	Contracts
Public Records	Public Records	Public Records	Public Records	Public Records
Revenue Sources	Revenue Sources	Revenue Sources	Revenue Sources	Revenue Sources
Municipal Specific	Municipal Specific	Municipal Specific	Municipal Specific	Municipal Specific

APPENDIX I: Marin Cities, Towns, and County Transparency Scorecards (cont'd)

Town of Tiburon	
GRADE: A-	
Overview	
Budget	
Meetings	
Elected Officials	
Administrative Officials	
Audits	
Contracts	
Public Records	
Revenue Sources	
Municipal Specific	

County of Marin	
GRADE: C-	
Overview	
Budget	
Meetings	
Elected Officials	
Administrative Officials	
Audits	
Contracts	
Public Records	
Revenue Sources	
Municipal Specific	

Not For Distribution

APPENDIX J: Marin School District Web Transparency Scorecards

Bolinas-Stinson Union District	Dixie School District	Kentfield School District	Laguna Joint School District	Lagunitas School District
GRADE: F	GRADE: C	GRADE: C-	GRADE: F	GRADE: F
Overview	Overview	Overview	Overview	Overview
Budget	Budget	Budget	Budget	Budget
Meetings	Meetings	Meetings	Meetings	Meetings
Elected Officials	Elected Officials	Elected Officials	Elected Officials	Elected Officials
Administrative Officials	Administrative Officials	Administrative Officials	Administrative Officials	Administrative Officials
Audits	Audits	Audits	Audits	Audits
Contracts	Contracts	Contracts	Contracts	Contracts
Public Records	Public Records	Public Records	Public Records	Public Records
Revenue Sources	Revenue Sources	Revenue Sources	Revenue Sources	Revenue Sources
Reports	Reports	Reports	Reports	Reports
Larkspur-Corte Madera School District	Lincoln School District	Mill Valley School District	Nicasio School District	Novato Unified School District
GRADE: B-	GRADE: F	GRADE: C	GRADE: F	GRADE: A-
Overview	Overview	Overview	Overview	Overview
Budget	Budget	Budget	Budget	Budget
Meetings	Meetings	Meetings	Meetings	Meetings
Elected Officials	Elected Officials	Elected Officials	Elected Officials	Elected Officials
Administrative Officials	Administrative Officials	Administrative Officials	Administrative Officials	Administrative Officials
Audits	Audits	Audits	Audits	Audits
Contracts	Contracts	Contracts	Contracts	Contracts
Public Records	Public Records	Public Records	Public Records	Public Records
Revenue Sources	Revenue Sources	Revenue Sources	Revenue Sources	Revenue Sources
Reports	Reports	Reports	Reports	Reports

APPENDIX J: Marin School District Web Transparency Scorecards (cont'd)

Reed Union School District	Ross School District	Ross Valley School District	San Rafael City Schools	Sausalito Marin City School District
GRADE: F	GRADE: D-	GRADE: B-	GRADE: F	GRADE: F
Overview	Overview	Overview	Overview	Overview
Budget	Budget	Budget	Budget	Budget
Meetings	Meetings	Meetings	Meetings	Meetings
Elected Officials	Elected Officials	Elected Officials	Elected Officials	Elected Officials
Administrative Officials	Administrative Officials	Administrative Officials	Administrative Officials	Administrative Officials
Audits	Audits	Audits	Audits	Audits
Contracts	Contracts	Contracts	Contracts	Contracts
Public Records	Public Records	Public Records	Public Records	Public Records
Revenue Sources	Revenue Sources	Revenue Sources	Revenue Sources	Revenue Sources
Reports	Reports	Reports	Reports	Reports
Shoreline Unified School District	Tamalpais Union High School District	Union Joint School District	Marin Community College District	
GRADE: F	GRADE: D-	GRADE: F	GRADE: C-	
Overview	Overview	Overview	Overview	
Budget	Budget	Budget	Budget	
Meetings	Meetings	Meetings	Meetings	
Elected Officials	Elected Officials	Elected Officials	Elected Officials	
Administrative Officials	Administrative Officials	Administrative Officials	Administrative Officials	
Audits	Audits	Audits	Audits	
Contracts	Contracts	Contracts	Contracts	
Public Records	Public Records	Public Records	Public Records	
Revenue Sources	Revenue Sources	Revenue Sources	Revenue Sources	
Reports	Reports	Reports	Reports	

APPENDIX K: Marin Special District Web Transparency Scorecards

<p>Almonte Sanitary District</p> <p>GRADE: F</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>	<p>Alto Sanitary District</p> <p>GRADE: F</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>	<p>Bel Marin Keys CSD</p> <p>GRADE: F</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>	<p>Bolinas Community Public Utility District</p> <p>GRADE: A+</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>	<p>Bolinas Fire Protection District</p> <p>GRADE: F</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>
<p>Bolinas Highlands Permanent Road Division</p> <p>GRADE: F</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>	<p>Corte Madera Sanitary District No. 2</p> <p>GRADE: D</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>	<p>CSA #1 (Loma Verde)</p> <p>GRADE: F</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>	<p>CSA #6 (Gallinas Creek)</p> <p>GRADE: F</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>	<p>CSA #9 (Northbridge)</p> <p>GRADE: F</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>

APPENDIX K: Marin Special District Web Transparency Scorecards (cont'd)

CSA #13 (Lucas Valley)	CSA #14 (Homestead Valley)	CSA #16 (Greenbrae)	CSA #17 (Kentfield)	CSA #18 (Las Gallinas)
GRADE: F	GRADE: F	GRADE: F	GRADE: F	GRADE: F
Overview	Overview	Overview	Overview	Overview
Budget	Budget	Budget	Budget	Budget
Meetings	Meetings	Meetings	Meetings	Meetings
Elected Officials	Elected Officials	Elected Officials	Elected Officials	Elected Officials
Administrative Officials	Administrative Officials	Administrative Officials	Administrative Officials	Administrative Officials
Audits	Audits	Audits	Audits	Audits
Contracts	Contracts	Contracts	Contracts	Contracts
Public Records	Public Records	Public Records	Public Records	Public Records
Revenue Sources	Revenue Sources	Revenue Sources	Revenue Sources	Revenue Sources
District Specific	District Specific	District Specific	District Specific	District Specific
CSA #19 (San Rafael)	CSA #20 (Indian Valley, Dominga Canyon)	CSA #23 (Terra Linda)	CSA #25 (UnIncorporated Novato)	CSA #27 (Ross Valley Paramedic)
GRADE: F	GRADE: F	GRADE: F	GRADE: F	GRADE: F
Overview	Overview	Overview	Overview	Overview
Budget	Budget	Budget	Budget	Budget
Meetings	Meetings	Meetings	Meetings	Meetings
Elected Officials	Elected Officials	Elected Officials	Elected Officials	Elected Officials
Administrative Officials	Administrative Officials	Administrative Officials	Administrative Officials	Administrative Officials
Audits	Audits	Audits	Audits	Audits
Contracts	Contracts	Contracts	Contracts	Contracts
Public Records	Public Records	Public Records	Public Records	Public Records
Revenue Sources	Revenue Sources	Revenue Sources	Revenue Sources	Revenue Sources
District Specific	District Specific	District Specific	District Specific	District Specific

APPENDIX K: Marin Special District Web Transparency Scorecards (cont'd)

<p>CSA #28 (West Marin Paramedic)</p> <p>GRADE: F</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>	<p>CSA #29 (Paradise Cay)</p> <p>GRADE: F</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>	<p>CSA #31 (County Fire)</p> <p>GRADE: F</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>	<p>CSA #33 (Stinson Beach)</p> <p>GRADE: F</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>	<p>Homestead Valley Sanitary District</p> <p>GRADE: D-</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>
<p>Inverness Public Utility District</p> <p>GRADE: F</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>	<p>Inverness Subdivision No. 2 Permanent Road Division</p> <p>GRADE: F</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>	<p>Kentfield Fire Protection District</p> <p>GRADE: C-</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>	<p>Las Gallinas Sanitary District</p> <p>GRADE: A-</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>	<p>Marin City CSD</p> <p>GRADE: F</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>

APPENDIX K: Marin Special District Web Transparency Scorecards (cont'd)

<p>Marin County Fire Department</p> <p>GRADE: F</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>	<p>Marin County Flood Control and Water Conservation District</p> <p>GRADE: F</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>	<p>Marin County Lighting District</p> <p>GRADE: F</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>	<p>Marin County Open Space District</p> <p>GRADE: F</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>	<p>Marin County Transit District</p> <p>GRADE: B</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>
<p>Marin Healthcare District</p> <p>GRADE: D-</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>	<p>Marin Municipal Water District</p> <p>GRADE: B-</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>	<p>Marin Resource Conservation District</p> <p>GRADE: A-</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>	<p>Marin/Sonoma Mosquito & Vector Control District</p> <p>GRADE: A+</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>	<p>Marinwood Community Service District</p> <p>GRADE: D-</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>

APPENDIX K: Marin Special District Web Transparency Scorecards (cont'd)

<p>Monte Cristo Permanent Road Division</p> <p>GRADE: F</p> <p>Overview ❌</p> <p>Budget ❌</p> <p>Meetings ❌</p> <p>Elected Officials ❌</p> <p>Administrative Officials ❌</p> <p>Audits ❌</p> <p>Contracts ❌</p> <p>Public Records ❌</p> <p>Revenue Sources ❌</p> <p>District Specific ❌</p>	<p>Mt. View Ave-Lagunitas Permanent Road Division</p> <p>GRADE: F</p> <p>Overview ❌</p> <p>Budget ❌</p> <p>Meetings ❌</p> <p>Elected Officials ❌</p> <p>Administrative Officials ❌</p> <p>Audits ❌</p> <p>Contracts ❌</p> <p>Public Records ❌</p> <p>Revenue Sources ❌</p> <p>District Specific ❌</p>	<p>Muir Beach Community Service District</p> <p>GRADE: F</p> <p>Overview ✅</p> <p>Budget ❌</p> <p>Meetings ✅</p> <p>Elected Officials 🟡</p> <p>Administrative Officials 🟡</p> <p>Audits ❌</p> <p>Contracts ❌</p> <p>Public Records ❌</p> <p>Revenue Sources 🟡</p> <p>District Specific 🟡</p>	<p>Murray Park Sewer Maintenance Division</p> <p>GRADE: F</p> <p>Overview ❌</p> <p>Budget ❌</p> <p>Meetings ❌</p> <p>Elected Officials ❌</p> <p>Administrative Officials ❌</p> <p>Audits ❌</p> <p>Contracts ❌</p> <p>Public Records ❌</p> <p>Revenue Sources ❌</p> <p>District Specific ❌</p>	<p>North Marin Water District</p> <p>GRADE: B</p> <p>Overview ✅</p> <p>Budget 🟡</p> <p>Meetings ✅</p> <p>Elected Officials ✅</p> <p>Administrative Officials ✅</p> <p>Audits ✅</p> <p>Contracts ✅</p> <p>Public Records ❌</p> <p>Revenue Sources ✅</p> <p>District Specific ✅</p>
<p>Novato - Kendon Lane Improvement</p> <p>GRADE: F</p> <p>Overview ❌</p> <p>Budget ❌</p> <p>Meetings ❌</p> <p>Elected Officials ❌</p> <p>Administrative Officials ❌</p> <p>Audits ❌</p> <p>Contracts ❌</p> <p>Public Records ❌</p> <p>Revenue Sources ❌</p> <p>District Specific ❌</p>	<p>Novato Fire Protection District</p> <p>GRADE: A+</p> <p>Overview ✅</p> <p>Budget ✅</p> <p>Meetings ✅</p> <p>Elected Officials ✅</p> <p>Administrative Officials ✅</p> <p>Audits ✅</p> <p>Contracts ✅</p> <p>Public Records ✅</p> <p>Revenue Sources ✅</p> <p>District Specific ✅</p>	<p>Novato Sanitary District</p> <p>GRADE: A+</p> <p>Overview ✅</p> <p>Budget ✅</p> <p>Meetings ✅</p> <p>Elected Officials ✅</p> <p>Administrative Officials ✅</p> <p>Audits ✅</p> <p>Contracts ✅</p> <p>Public Records ✅</p> <p>Revenue Sources ✅</p> <p>District Specific ✅</p>	<p>Paradise Estate Permanent Road Division</p> <p>GRADE: F</p> <p>Overview ❌</p> <p>Budget ❌</p> <p>Meetings ❌</p> <p>Elected Officials ❌</p> <p>Administrative Officials ❌</p> <p>Audits ❌</p> <p>Contracts ❌</p> <p>Public Records ❌</p> <p>Revenue Sources ❌</p> <p>District Specific ❌</p>	<p>Richardson Bay Sanitary District</p> <p>GRADE: F</p> <p>Overview ✅</p> <p>Budget ❌</p> <p>Meetings 🟡</p> <p>Elected Officials 🟡</p> <p>Administrative Officials ❌</p> <p>Audits ❌</p> <p>Contracts ❌</p> <p>Public Records ❌</p> <p>Revenue Sources ❌</p> <p>District Specific ❌</p>

APPENDIX K: Marin Special District Web Transparency Scorecards (cont'd)

<p>Ross Valley Sanitary District</p> <p>GRADE: C-</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>	<p>Rush Creek Lighting and Landscaping</p> <p>GRADE: F</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>	<p>San Quentin Village Sewer Maintenance Division</p> <p>GRADE: F</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>	<p>San Rafael Sanitation District</p> <p>GRADE: D</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>	<p>Sausalito - Marin City Sanitary District</p> <p>GRADE: A-</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>
<p>Sleepy Hollow Fire Protection District</p> <p>GRADE: D</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>	<p>Southern Marin Fire Protection District</p> <p>GRADE: B</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>	<p>Stinson Beach County Water District</p> <p>GRADE: F</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>	<p>Stinson Beach Fire Protection District</p> <p>GRADE: F</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>	<p>Strawberry Recreation District</p> <p>GRADE: D-</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>District Specific </p>

APPENDIX K: Marin Special District Web Transparency Scorecards (cont'd)

Tamalpais Community Services District	Tiburon Fire Protection District	Tiburon Sanitary District #5	Tomales Village Community Services District
GRADE: A-	GRADE: D-	GRADE: D	GRADE: D
Overview	Overview	Overview	Overview
Budget	Budget	Budget	Budget
Meetings	Meetings	Meetings	Meetings
Elected Officials	Elected Officials	Elected Officials	Elected Officials
Administrative Officials	Administrative Officials	Administrative Officials	Administrative Officials
Audits	Audits	Audits	Audits
Contracts	Contracts	Contracts	Contracts
Public Records	Public Records	Public Records	Public Records
Revenue Sources	Revenue Sources	Revenue Sources	Revenue Sources
District Specific	District Specific	District Specific	District Specific

Not For Distribution

APPENDIX L: Marin Rail Web Transparency Scorecard

Sonoma-Marín Area Rail Transit	
GRADE: C-	
Overview	✓
Budget	✗
Meetings	✓
Elected Officials	✗
Administrative Officials	✗
Audits	✓
Contracts	✗
Public Records	✗
Revenue Sources	✓
Governing Docs	✓

Not For Distribution

APPENDIX M: Marin Joint Powers Authority Web Transparency Scorecards

Belvedere-Tiburon Joint Recreation Committee District	Belvedere-Tiburon Library Agency	Central Marin Police Authority	Central Marin Sanitation Agency	Fairfax Financing Authority
GRADE: F	GRADE: B-	GRADE: C-	GRADE: B	GRADE: F
Overview	Overview	Overview	Overview	Overview
Budget	Budget	Budget	Budget	Budget
Meetings	Meetings	Meetings	Meetings	Meetings
Elected Officials	Elected Officials	Elected Officials	Elected Officials	Elected Officials
Administrative Officials	Administrative Officials	Administrative Officials	Administrative Officials	Administrative Officials
Audits	Audits	Audits	Audits	Audits
Contracts	Contracts	Contracts	Contracts	Contracts
Public Records	Public Records	Public Records	Public Records	Public Records
Revenue Sources	Revenue Sources	Revenue Sources	Revenue Sources	Revenue Sources
JPA Agreement	JPA Agreement	JPA Agreement	JPA Agreement	JPA Agreement
Firehouse Community Park Agency	Gateway Improvement Authority	Gateway Refinancing Authority	Larkspur Marina Financing Authority	Marin Clean Energy
GRADE: F	GRADE: B-	GRADE: B-	GRADE: F	GRADE: C-
Overview	Overview	Overview	Overview	Overview
Budget	Budget	Budget	Budget	Budget
Meetings	Meetings	Meetings	Meetings	Meetings
Elected Officials	Elected Officials	Elected Officials	Elected Officials	Elected Officials
Administrative Officials	Administrative Officials	Administrative Officials	Administrative Officials	Administrative Officials
Audits	Audits	Audits	Audits	Audits
Contracts	Contracts	Contracts	Contracts	Contracts
Public Records	Public Records	Public Records	Public Records	Public Records
Revenue Sources	Revenue Sources	Revenue Sources	Revenue Sources	Revenue Sources
JPA Agreement	JPA Agreement	JPA Agreement	JPA Agreement	JPA Agreement

APPENDIX M: Marin Joint Powers Authority Web Transparency Scorecards (cont'd)

<p>Marin County Capital Improvements Financing Authority</p> <p>GRADE: F</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>JPA Agreement </p>	<p>Marin County Hazardous and Solid Waste Joint Powers Authority</p> <p>GRADE: B-</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>JPA Agreement </p>	<p>Marin County Major Crimes Task Force</p> <p>GRADE: F</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>JPA Agreement </p>	<p>Marin County Open Space Financing Authority</p> <p>GRADE: F</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>JPA Agreement </p>	<p>Marin Emergency Radio Authority</p> <p>GRADE: B</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>JPA Agreement </p>
<p>Marin General Services Authority</p> <p>GRADE: D</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>JPA Agreement </p>	<p>Marin Municipal Water District Financing Corporation</p> <p>GRADE: F</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>JPA Agreement </p>	<p>Marin Pupil Transportation Agency</p> <p>GRADE: F</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>JPA Agreement </p>	<p>Marin Schools Insurance Authority</p> <p>GRADE: C-</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>JPA Agreement </p>	<p>Marin Telecommunications Agency</p> <p>GRADE: B-</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>JPA Agreement </p>

APPENDIX M: Marin Joint Powers Authority Web Transparency Scorecards (cont'd)

<p>Marinet Consortium Joint Powers Authority</p> <p>GRADE: F</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>JPA Agreement </p>	<p>Mill Valley Financing Authority</p> <p>GRADE: D</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>JPA Agreement </p>	<p>Northern CA Comm. Colleges Self Insurance Authority</p> <p>GRADE: F</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>JPA Agreement </p>	<p>Novato Public Finance Authority</p> <p>GRADE: F</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>JPA Agreement </p>	<p>Richardson Bay Regional Agency</p> <p>GRADE: F</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>JPA Agreement </p>
<p>Ross Valley Fire Department</p> <p>GRADE: C-</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>JPA Agreement </p>	<p>Ross Valley Paramedic Authority</p> <p>GRADE: B</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>JPA Agreement </p>	<p>San Rafael Joint Powers Financing Authority</p> <p>GRADE: F</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>JPA Agreement </p>	<p>Sewerage Agency of Southern Marin</p> <p>GRADE: C</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>JPA Agreement </p>	<p>Southern Marin Emergency Medical-Paramedic System</p> <p>GRADE: B</p> <p>Overview </p> <p>Budget </p> <p>Meetings </p> <p>Elected Officials </p> <p>Administrative Officials </p> <p>Audits </p> <p>Contracts </p> <p>Public Records </p> <p>Revenue Sources </p> <p>JPA Agreement </p>

APPENDIX N: Website Creation Software Tools

While the Grand Jury did not conduct a comprehensive evaluation of website creation software tools (and do not endorse any particular tool) we wanted to highlight the range of tools currently available to local agencies.

At the low-end of the cost spectrum there are a number of free tools to create a website (e.g., Weebly.com or Wordpress.com). These tools can create a basic functional website with little effort. However, using these tools to create “professional looking” results requires additional graphical and technical skills.

Digital Deployment’s Streamline (GetStreamline.com) website creation software is designed specifically for California’s special districts. Special District Leadership Foundation’s web transparency checklist is integrated into the software, making it easy for the user to ensure their agency follows best practices. A district can create a (or migrate an existing) website in a matter of hours. The resulting website’s appearance is Americans with Disabilities Act (ADA) compliant²⁷ and it is a responsive design adapting to the website visitor’s device (e.g., a smartphone, a tablet, a laptop, etc.). Current annual pricing for Streamline ranges from \$600-\$6,000 including unlimited technical support, based on the agency’s annual budget and California Special District Association (CSDA) membership status. While the transparency dashboard is designed for special districts, Streamline could be used by other types of local agencies.

CivicPlus (CivicPlus.com) offers website creation software for municipalities. Currently used by over 2000 agencies throughout the United States, the software promotes ease of use by making an agency’s information accessible within two clicks. CivicPlus has over 25 modules that efficiently support an agency’s functions, including, Community Connection, Bid Postings, and Citizen Request Tracker™. CivicPlus’ strength is working with agency departments to create a consistent, attractive, and efficient visitor experience. Like Streamline’s software, the resulting website is both ADA-compliant and has a responsive design. Pricing for CivicPlus varies based on the number of modules needed, agency size, and scope of work needed, with a one-time upfront payment, and recurring annual pricing ranging from \$1,000-\$100,000.

At the upper-end of the cost spectrum are customized solutions. Creating a modern website that meets government regulations is a specialized skill that requires either hiring a consultant or using an in-house IT department. Since IT departments are often busy with a myriad of technical challenges, and consultant fees can be high, it is not unusual for an agency’s website content to be out-of-date.

²⁷ While federal government organizations must follow web accessibility guidelines under Section 508 of the Workforce Rehabilitation Act of 1973, there is not yet an ADA-compliant requirement for local agency websites.

GLOSSARY

- **Assessment District:** A method for financing public improvements.
- **County Service Area:** As defined by California Government Code §25210, allows for residents and property owners in unincorporated areas to finance and provide needed public facilities and services.
- **Dependent Special District:** A special district governed by an existing legislative body (e.g., a city council or board of supervisors).
- **Independent Special District:** A special district governed by an independent board of directors (either elected or appointed by another legislative body).
- **Joint Powers Authority:** As defined by California Government Code §6500-6537, two or more public authorities that create a new legal entity to jointly work on a common problem (e.g., financing or regional wastewater treatment).
- **JPA:** see Joint Powers Authority. Alternately known as a Joint Powers Agency.
- **Local Agency:** California Government Code §6252 defines a local agency as including “...a county; city, whether general law or chartered; city and county; school district; municipal corporation; district; political subdivision; or any board, commission or agency thereof...”
- **Municipality:** A city or town government.
- **Rail District:** A special district that provides rail service.
- **School District:** As defined by the United State Census Bureau, “a geographic entity within which state, county, local officials, the Bureau of Indian Affairs, or the U.S. Department of Defense provide public educational services for the area’s residents”
- **Special District:** As defined by California Government Code §56036, a separate local government with its own governing body that delivers public services to a particular area (e.g., fire protection or sewer maintenance). Special districts can either be independent or dependent.
- **Transparency:** As defined by OpenGovData.org, data that is: complete, primary, timely, accessible, machine processable, non-discriminatory, non-proprietary, and license-free.
- **Web Transparency:** The presentation of transparency information on an agency’s website.