

RESPONSE TO GRAND JURY REPORT

Report Title: _____

Report Date: _____

Agenda Date: _____

Response by: _____ Title: _____

FINDINGS

- I (we) agree with the findings numbered: _____
- I (we) disagree *partially* with the findings numbered: _____
- I (we) disagree *wholly* with the findings numbered: _____

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

RECOMMENDATIONS

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

Date: _____ Signed: _____

Number of pages attached _____



MUIR BEACH COMMUNITY SERVICES DISTRICT

19 Seacape Drive • Muir Beach, CA 94965 • 415-388-7804 • www.muirbeachcsd.com

September 29, 2016

Mr. Jay Hamilton-Roth
Foreperson
Marin County Civil Grand Jury
3501 Civic Center Drive, Suite 275
San Rafael CA 94903

Dear Mr. Hamilton-Roth,

I am writing on behalf of the Board of Directors for the Muir Beach Community Services District in order to respond to the Grand Jury's 2015-16 Web Transparency Report Card. The Board appreciates the Grand Jury's time in this matter and offers the following responses:

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 MBCSD has a small, part-time staff with limited resources but we are working on the required documentation for posting on the website as well as re-design options that can be accommodated by our budget. Although the website's format is out of date, there is a substantial amount of historical data which was recently re-organized for clarity under the "[About MBCSD](#)" tab. The "[Meetings](#)" tab now lists meeting agendas and relevant documents individually, and also includes links to audio recordings. The "[Contacts & Links](#)" tab now includes biographical information for the Directors. The District is currently undergoing multiple audits and we hope to have them ready to post by 01/01/17. We hope this will coincide with an updated web design by the same end date. In the interim, we will post additional info on the current site as it becomes available.

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.

A Statement of Facts was filed online and mailed to the Secretary of State on 09/28/16.

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.

The annual compensation form, which was previously submitted to the Controller, is now linked on our website under the "[Finance Documents](#)" section of the "[About MBCSD](#)" tab.

Please note that this letter and the Response To Grand Jury Report form have been agendaized for the 10/05/16 Board meeting and will be presented in open session for public comment as required.

Sincerely,

Bill Hansell, District Manager
Muir Beach Community Services District