



NOVATO SANITARY DISTRICT

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June 9, 2020

The Honorable Judge Andrew Sweet
Marin County Superior Court
P.O. Box 4988
San Rafael, CA 94913-4988

Lucy Dilworth, Foreperson
Marin County Grand Jury
3501 Civic Center Drive, Room #275
San Rafael, CA 94903

Re: Response to Findings F3, F4, and F5, and Recommendations R3, R4, R5, and R6, Grand Jury Report, "Follow-Up Report on Web Transparency of Agency Compensation Practices" dated April 28, 2020.

The Novato Sanitary District ("District" or "Novato Sanitary"), as a utility providing sanitary services in and about Novato, California, is required to respond to Findings F3, F4, and F5, and Recommendations R3, R4, R5, and R6 of the subject Grand Jury Report (Report). The District Board of Directors met and discussed the Report in the open session portions of its following publicly noticed meetings, and in accordance with the notice, agenda, and open meeting requirements of the Ralph M. Brown Act:

- May 11, 2020, Board of Directors Meeting.
- June 8, 2020, Board of Directors Meeting.

The District's responses are provided below, and follow a format where each finding and recommendation is separately listed and responded to individually (with *responses in italics*).

Responses to Findings

F3. Any link to *publicpay.ca.gov* on an agency's website that fails to go directly to the agency's current compensation data on that website does not satisfy the intent of the Government Code that information be easily located.

Response to F3: Pursuant to Penal Code section 933.05(a)(1), the District agrees with the finding. Also, see response to Recommendation R3.

F4. Regarding compensation policies for elected officials, many public agencies do not provide the public with easy access to information regarding salary, meeting fees or stipends (including compensation for serving as liaison to other advisory committees, councils and forums), reimbursements, health and retirement benefits, and other benefits such as equipment.

Response to F4: Pursuant to Penal Code section 933.05(a)(1), the District agrees with the finding. Also, see response to Recommendation R4.

F5. Regarding detailed disclosure of total compensation paid, most public agencies do not break out all components of compensation paid to their elected officials, including salary, meeting fees or stipends (including compensation for serving as liaison to other advisory committees, councils and forums), reimbursements, health and retirement benefits, and other benefits such as equipment.

Response to F5: Pursuant to Penal Code section 933.05(a)(1), the District agrees with the finding. Also, see response to Recommendation R5.

Responses to Recommendations

R3. No later than 90 days after the date of this report, agencies should modify their existing *publicpay.ca.gov* links so that they provide a direct link to their current compensation data on the state site. To eliminate the need for annual updates, the URL used for the link should exclude any parameter specifying a year. Formatted URL examples are shown on Appendix A.

Response to R3: Pursuant to Penal Code section 933.05(b)(1), the District considers that it has implemented this recommendation. The District's website has been updated to the link: <https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistrict.aspx?entityid=1990>

R4. No later than 90 days after the date of this report, in addition to any other compensation links, agencies should include a link on their board or council web pages that leads directly to their "Elected Officials" page on the *publicpay.ca.gov* site, conforming to the format suggested on Appendix A.

Response to R4: Pursuant to Penal Code section 933.05(b)(1), the District considers that it has implemented this recommendation. The Board web page at the District's website has been updated to the District's "Elected Officials" page at [publicpay.ca.gov](https://www.novatosan.com/board-agendas-and-minutes/our-board) at the link: <https://www.novatosan.com/board-agendas-and-minutes/our-board>, click Board Fees, Benefits, Reimbursement, and Expenses information, Board Compensation information at the California State Treasurer's Website.

R5. No later than 120 days after the date of this report, agencies should include on their board or council web pages a comprehensive description of their policies regarding all compensation paid to elected officials specifying, at a minimum, salary, meeting fees or

stipends (including compensation for serving as liaison to other advisory committees, councils and forums), reimbursements, health and retirement benefits, and other benefits such as equipment.

Response to R5: Pursuant to Penal Code section 933.05(b)(1), the District considers that it has implemented this recommendation. The Board web page at District's website has been updated as follows:

- 1. Board compensation Ordinance No. 104 and Board Policies Nos. 4035 (Directors' Health and Dental Insurance) and 4100 (Compensation, Meetings, and Travel), can be found at: <https://www.novatosan.com/board-agendas-and-minutes/our-board>, click "Board Fees, Benefits, Reimbursement, and Expenses Information", and then individual ordinance or policy as listed.*
- 2. California Fair Political Practices Commission Form 806 Agency Report of Public Official Appointments at: https://www.novatosan.com/assets/uploads/documents/board-and-staff/NSD_Form%20806_201908.pdf*

R6. No later than 120 days after the date of this report, agencies should adopt a practice to compile and publish each year an annual report detailing the compensation actually paid to their elected officials for the previous calendar year. Compensation disclosures should include, at a minimum, salary, meeting fees or stipends (including compensation for serving as liaison to other advisory committees, councils and forums), reimbursements, health and retirement benefits, and other benefits such as equipment. A link to this report should be posted on the agency's board or council web page.

*Response to R6: Pursuant to Penal Code section 933.05(b)(1), the District considers that it has implemented this recommendation. The Board web page at the District's website has been updated with a document titled "Summary of Board Fees, Benefits, Reimbursement, and Expenses For Calendar Year 2019" at the following link:
<https://www.novatosan.com/assets/uploads/documents/board-and-staff/Summary%20-%202019%20Board%20FBREs.pdf>*

In closing, the District acknowledges the Grand Jury's efforts in preparing this Report. Please feel welcome to contact us if you have any questions or require additional information.

Very truly yours,


Carole Dillon-Knutson
President, Board of Directors

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MARIN COUNTY
COUNSEL'S OFFICE