



**Marin Chapter
California Civil Grand Jurors' Association**

January 6, 2015

Mr. M. Lappert
Board President
Sanitary District #2
300 Tamalpais Drive
Corte Madera
CA. 94925-1418

Dear Mr. Lappert,

Re: The Scoop on Marin County Sewer Systems, Part II

I am writing to you as a member of the Implementation Review Committee of the Marin Chapter of the California Civil Grand Jurors' Association. Our Association's goals are to support the civil grand jury system and promote local government accountability. Our Chapter is composed of former Marin County Civil Grand Jurors. One of the tasks of the Implementation Review Committee is to follow-up on responses to prior Grand Jury recommendations to ascertain the status of their implementation.

Specifically, we are following up on recommendation responses presented in your September 2 2014 letter concerning the Marin County Civil Grand Jury's June 16, 2014 report, titled "**The Scoop on Marin County Sewer Systems, Part II**". We have identified the responses that you state are subject to follow up actions by the District and listed these in Exhibit 1. As six months have now passed, we assume that you have concluded your actions and we would appreciate knowing the current status of the recommendations.

I will call you during the middle of January to answer any questions you may have regarding this request. Please send your reply by January 31, 2015, electronically, to the undersigned, Helene Marsh, at marsh.helene@gmail.com. We appreciate your cooperation.

Sincerely yours,

Helene Marsh
Member, Implementation Review Committee
Director, Marin Chapter of the California Grand Jurors' Association
Tel: 415-789-5454
marsh.helene@gmail.com

EXHIBIT 1

Recommendations and Responses

“The Scoop on Marin County Sewer Systems, Part II”, June 16, 2014 (partial list only)

Recommendation R8: *Alto, San Rafael, Sanitary District #2 and SASM develop and operate an internet website. The website should include, at a minimum, details of the agency and its leadership, board meeting agendas and minutes, an annual budget, audited financial statements, and the SSMP including the OER.*

Response: Currently Being Implemented: the District is a subsidiary district of the Town of Corte Madera and out of concerns of efficiency has maintained numerous District documents on an ongoing basis on the Town's website, including agendas, minutes; annual budget, annual audited financial statements, sewer charges and fees, standard specifications and drawings, sewer code, and permits. The District will enhance the website to better distinguish District documents from the Town's documents within a timeframe that shall not exceed six months from the date of publication of the grand jury report.

Recommendation 9: *The board members at Almonte, Sanitation District #2, San Rafael and Sausalito update their ethics training to be in compliance with state law.*

Response: Currently Being Implemented: the District board members are currently updating their ethics training and anticipate completion of such training within six months from the date of publication of the grand jury report.



THE TOWN OF
CORTE MADERA
MARIN COUNTY CALIFORNIA

300 TAMALPAIS DRIVE
CORTE MADERA, CA
94925-1418

www.townofcortemadera.org

TOWN MANAGER
TOWN COUNCIL
415-927-5050

TOWN CLERK
415-927-5086

FINANCE / BUS. LICENSE
415-927-5055

FIRE DEPARTMENT
415-927-5077

PLANNING / ZONING
415-927-5064

BUILDING INSPECTOR
415-927-5062

TOWN ENGINEER
PUBLIC WORKS
415-927-5057

RECREATION DEPARTMENT
415-927-5072

SANITARY DISTRICT No. 2
415-927-5057

CENTRAL MARIN
POLICE AUTHORITY
415-927-5150

January 28, 2015

Helene Marsh
Member, Implementation Review Committee
Marin Chapter CA Civil Grand Jurors' Association
Sent Via Email To: marsh.helene@gmail.com

Re: District Board's Implementation Response to Grand Jury Report *The Scoop on Marin County Sewer Systems, Part II*

Dear Ms. Marsh:

Pursuant to Penal Code Sections 933 et seq., the Board of Directors of Sanitary District No. 2 of Marin County furnished its response to the Grand Jury Report: "The Scoop on Marin County Sewer Systems, Part II" on September 2, 2014. In response to your letter dated January 6, 2015, in which you request an update on follow-up actions taken by Sanitary District No. 2, the District's responses are listed below.

Recommendation R8: That the District develop and operate an internet website. The website should include, at a minimum, details of the agency and its leadership, board meeting agendas and minutes, an annual budget, audited financial statements, and the SSMP including the OER.

Implementation Action Taken: On December 5, 2014, the Town of Corte Madera's new website went live. All pertinent information regarding Sanitary District No. 2 can be accessed via the following link: <http://townofcortemadera.org/391/Sanitary-District-No-2>. Further, a visitor to the site can easily navigate to the District's page via the drop-down menu under the Government tab on the Town's home page. All information and documentation requested in Recommendation R8 has been included on this page. Included with this document as Attachment 1 is a screen shot of the Sanitary District No. 2 web page. Should you have any questions or concerns regarding this web page, please contact Rebecca Vaughn, District Clerk, at (415) 927-5085.

Recommendation 6: The Board members shall update their ethics training to be in compliance with state law.

Implementation Action Taken: This action has not yet been completed. A two-hour, onsite AB 1234 Ethics training session has been scheduled for Thursday, March 5, 2015, through the League of California Cities Institute for Local Government. All members of the Corte Madera Town Council/Sanitary District No. 2 Board, as well as other Town commission members and staff as required by law will be in attendance at this training session. Should anyone be unable to attend at the scheduled time, they will be required to complete the training online on or before March 5, 2015, and instructed to forward their certificate of completion to the District Clerk. Following completion of the AB 1234 Ethics training, the District Clerk will forward a complete set of the certificates of completion for the Sanitary District No. 2 Board of Directors to you via email.

Should you have any further questions, or would like to request additional information, please contact Rebecca Vaughn, District Clerk, at (415) 927-5085 or via email at rvaughn@tcmmail.org.

Very truly yours,



Carla Condon
President of the Board of Directors
Sanitary District No. 2 of Marin County

Attachment 1: Screen Shot of Sanitary District No. 2 Web Page

ATTACHMENT 1
Screen Shot of Sanitary District No. 2 Web Page
<http://townofcortemadera.org/391/Sanitary-District-No-2>

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Sanitary District No. 2

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Sanitary District No. 2

Sanitary District No. 2 oversees the sanitary sewer and waste collection services for the Town of Corte Madera, and portions of City of Larkspur, Town of Tiburon, and County of Marin. These services include the installation and maintenance of sanitary sewer pipelines and pump stations, regulation of sanitary sewer connections, and waste collection services within the boundary of the District. Treatment of sanitary sewer flow is provided by the [Central Marin Sanitation Agency](#) (CMSA). Waste collection services are provided by [Mill Valley Refuse](#).

Report a Sewer Emergency

If you notice any the following issues in your neighborhood, please report it by calling Sanitary District No. 2 or Central Marin Police dispatch (415-927-5150) as soon as possible:

- Overflow of sewage from a manhole cover
- Overflow of sewage from a pump station location
- Sewage smell coming from a creek or other waterbody

Contact Us

If you have questions about sanitary sewer or waste disposal services, please contact us by...

- Phone: 415-927-5057
- Fax: 415-927-5039
- Email: sewer_dept@tcmmail.org
- Mail: Sanitary District No. 2, 300 Tamalpais Drive, Corte Madera, CA 94925

Do I need a permit?

Sanitary District No. 2 issues permits for all work on the public portion of the sewer collection system. Work requiring a permit includes:

- Repair of an existing sewer lateral
- Installation of a new sewer lateral
- New connection to a sewer main
- Installation of a grease trap/interceptor
- Certain residential/commercial remodels that impact the sewer lateral

How do I get a permit?

Obtaining a sanitary sewer permit involves the following steps:

- Prepare a plan and/or description of the proposed work and review the permit [checklist](#)
- Complete a permit [application](#)
- Submit the application to the District for review
- Pick up the approved permit and pay any applicable fees

District Leadership

David Bracken
District Manager
[Email](#)

Carla Condon
District President
[Email](#)

300 Tamalpais Drive
Corte Madera, CA 94925

Ph: 415-927-5057
Fx: 415-927-5039

[Board Member Directory](#)

Financial Information

Budget Documents: FY 2013-2014 and FY 2014-15
[Sewer Fund](#)
[Capital Projects](#)

Annual Audited Sanitary District Financial Statements (PDF)
[Fiscal Year 2013-14](#)

Documents relating to Sanitary District No. 2

- [Sanitary District No. 2 - Map](#)
- [Sanitary District No. 2 Overflow Emergency Response Plan 2013](#)
- [Sanitary District No. 2 Sewer System Mgmt Plan 8-2013 Update](#)
- [Sanitary Sewer Emergencies \(PDF\)](#)
- [Sewer Connection Charges \(PDF\)](#)
- [Sewer Fees \(Effective 7/16/07\) \(PDF\)](#)
- [Sewer Standard Specifications and Drawings \(PDF\)](#)
- [Sewer User Service Charge \(PDF\)](#)

Meeting Information

The Sanitary District No. 2 Board of Directors does not meet as a separate entity. Concerned residents and business owners can come to any regular Town Council meeting and speak during Open Time regarding any Sanitary District issue they wish to discuss. Town Council meetings are held on the 1st and 3rd Tuesday of each month, unless otherwise noted. Town Council agendas can be viewed in the [Agenda Center](#), and you may contact the Town Clerk at 415-927-5050 with any questions you may have regarding the agendas.

When a Sanitary District item appears on an agenda, the Council will hear Town items first, the Town Council will vote to adjourn the Town Council meeting and convene as the Sanitary District No. 2 Board of Directors. The Board will then hear the items related to Sanitary District No. 2 and take any necessary actions. Once the Sanitary District items are heard, the Board will vote to adjourn the Sanitary District No. 2 Board meeting and reconvene the Town Council meeting.

AGENDA CENTER

REPORT A CONCERN

STAY INFORMED

MUNICIPAL CODE