



Central Marin Sanitation Agency

AD-HOC Committee of CMSA JPA Member Representatives to consider the JPA's Organization Development Future

May 8, 2025, 12:00pm
1301 Anderson Drive, San Rafael CA 94901

NOTE: This is a Hybrid meeting and will be held in-person in the Board Room of the Central Marin Sanitation Agency located at 1301 Andersen Drive, San Rafael CA 94901 and via Zoom®.

If you would like to participate via Zoom, click the link below or copy and paste the address into your browser. You may also phone-in at the number below.

Join Zoom Meeting

Online:

<https://us06web.zoom.us/j/84451546969>

Phone in:

+1 253 215 8782

Meeting ID:

844 5154 6969

AGENDA

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approve/Revise Agenda
5. Open Period for Public Participation: Members of the public may directly address the Committee on any item appearing on the Agenda. They may address the Committee when the item is called by the Committee Chair, and he indicates it is time for the public to speak to the agenda item. Public comments can also be submitted via email to jdow@cmsa.us, and will be shared with the Committee at the meeting, summarized during the Open Period for Public Participation, and included in the meeting proceedings.
6. Meeting Minutes – April 17, 2024
Recommendation: Approve meeting minutes as presented or with revisions.
7. SRSD Management and Operations Service Agreement - Legal Review Comments
Recommendation: Receive a presentation from General Counsel Halter on the SRSD Service Agreement legal review comments received from the JPA member agencies.

*Information not furnished with Agenda

8. **Draft SRSD Service Agreement Budget Template**

Recommendation: Review the draft SRSD service agreement budget template and provide comments to staff.

9. **Revised SRSD Management and Operations Service Agreement Schedule**

Recommendation: Review and discuss the revised schedule, and provide direction to staff

10. **SRSD Contract Development Expense Tracking Report**

Recommendation: Receive the SRSD Contract Development Expense Tracking Report.

11. **Committee Member Oral Reports***

12. **Items for Next Meeting Agenda**

13. **Confirm/Schedule next Meeting Date – June 5?**

14. **Adjourn**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Central Marin Sanitation Agency at 415-459-1455. For auxiliary aids or services or other reasonable accommodations to be provided by the Agency at or before the meeting, please notify the Agency at least 3 business days in advance of the meeting. If the Agency does not receive timely notification of your reasonable request, the Agency may not be able to make the necessary arrangements by the time of the meeting.



Central Marin Sanitation Agency

**AD-HOC COMMITTEE OF CMSA JPA MEMBER REPRESENTATIVES
TO CONSIDER THE JPA'S ORGANIZATION
DEVELOPMENT FUTURE**

April 17, 2025

1. Call Meeting to Order

2. Pledge of Allegiance

3. Roll Call

Committee Present: Eli Beckman (SD2), Dean DiGiovanni (SRSD), Michael Boorstein (RVSD)

Committee Absent: Tom Gaffney (RVSD)

Staff Present: Jason Dow, General Manager; Tiffany Elam; Administrative Specialist

Public Present: Paul Causey; Felicia Newhouse; Michael Colantuono, RVSD counsel; Sara Court; Doris Toy, SRSD General Manager

4. Approve/Revise Agenda

The committee reviewed and approved the agenda.

Comments from the Public

There were no comments from members of the public.

5. Open Period for Public Participation

There were no comments from members of the public.

6. Meeting Minutes – March 20, 2024

The committee approved the meeting minutes.

Comments from the Public

There were no comments from members of the public.

7. RSG Final Report – Evaluation of Proposed Service Agreement between CMSA and SRSD

GM Dow stated RSG had prepared and submitted the final report and introduced RSG representative Sara Court to present the final report to the committee.

Sarah Court stated RSG reviewed all input from stakeholders and committee members and utilized some of the feedback to further clarify, expand and refine sections and strengthen the analysis of the final report. Sarah presented the committee with the recommendations and updates. She stated the report was to serve as a blueprint, to be used as a tool to support the Ad hoc committee and working group as they refine a finalized agreement. Sarah stated the recommendations address several key issues and the importance of documenting and discussing some of the unresolved concerns.

Chair Beckman and GM Dow thanked Sara and RSG for their work.

Committee Member Boorstein stated he had difficulty with other alternatives not being discussed with the Ad hoc committee, such as SRSD becoming a fully functional entity similar to RVSD.

Chair Beckman stated the committee addressed the RVSD question multiple times in the past and determined it was not under the Committee's purview.

Committee Member DiGiovanni asked GM Dow if the recommendations were incorporated into the Draft SRSD Service Agreement.

GM Dow stated the SRSD working group addressed four of the six recommendations.

Committee Member DiGiovanni stated as a member of the committee he was satisfied with the report and believed the committee was on the way to making final touches.

Chair Beckman agreed that the work was thorough, thoughtful and thanked RSG for their work. Chair Beckman stated he believed that the final report was helpful in terms of identifying areas that needed to be further flushed out in the draft agreement.

The committee discussed the RVSD comments in the appendices.

Committee Member Boorstein referenced the RVSD letter as well comments in the appendices. He stated the objective of the RSG report was not to explore alternative options for SRSD but only focused on CMSA as an option, and that it seemed GM Dow would be reporting to two boards which could cause confusion. Committee Member Boorstein inquired, at what point would the SRSD appointees on the CMSA Board vote or have to abstain on matters and referenced a similar situation where RVSD appointees were told to abstain a vote in the past, which could also lead to confusion.

Committee Member Boorstein referenced recommendation 6, stating that it had been difficult for all JPA members to receive documents regarding the merger and that not all information had been shared. Committee Member Boorstein stated it appeared that maybe SRSD and CMSA had talked about this contract for some time before it showed up at the Board level in December 2023 and RVSD had not been supplied with that documentation to make an informed decision.

Committee Member DiGiovanni asked Doris Toy, SRSD General Manager if the MRG Strategic planning document was given to RVSD.

Doris Toy responded that SRSD had not received a request from RVSD.

Felicia Newhouse, RVSD Assistant General Manager, stated the documents were in GM Dow's possession.

Chair Beckman asked GM Dow if he had the SRSD document.

GM Dow stated that Felicia Newhouse was incorrect and clarified that he was unaware of the document and had not read it.

Doris Toy confirmed that the document was sent directly to RSG from SRSD.

The Committee discussed and concurred that GM Dow did not have the document, was not present at the SRSD meeting when it was discussed, nor did he take any part in the report.

Committee Member Boorstein stated at the time the contract was brought up in 2023 the impetus of the proposal was due to SRSD's recruitment and retention issues and noted that SRSD was currently fully staffed. He stated RVSD wants to work with members of the JPA, but did not feel that RVSD had any input in the decision making.

Committee Member DiGiovanni stated the formation of the ad-hoc committee came together at the request of the CMSA Board, to consider the SRSD/CMSA agreement, and RSG was brought in by the board to help make the agreement, agreeable for all.

Chair Beckman stated he appreciated Committee Member Boorstein bringing up the March 21st letter from RVSD and that he was also shocked by some of the things he read in the letter. Stating he believed there were some legitimate substantive questions and concerns raised in the letter but also found a disturbing number of instances in which the letter seemed to cross a line into personally attacking the integrity of CMSA staff. Chair Beckman stated there was nothing wrong with not liking the idea, not liking the SRSD/CMSA proposal, or opposing the proposal, but when it came to impugning CMSA Staff who he believed they all had faith in, given their record of the extremely high caliber hard work. He stated he was displeased by some of what he read. He referenced bullet point 3, RVSD questioning when the CMSA manager was aware of the contract discussions, which he felt was almost conspiratorial. He referenced a statement which said that the CMSA GM Dow did not represent RVSD favorably, which shocked him and took an antagonistic stance. Chair Beckman referenced bullet 6 which brought up a misunderstanding with a question posed by RVSD, that CMSA Staff did not exactly answer the question as was intended, the RVSD response stated the communication from the CMSA to the whole of the JPA Membership had been lacking and that there was a lack of transparency by GM Dow and his staff. Chair Beckman stated that the RVSD statements did not resonate with him as the SRSD/CMSA process had been a very thorough and a transparent public process, with ample opportunity for member agencies, their representatives, and members of the public to come forward with questions or comments, and to have those questions and comments analyzed thoroughly.

Chair Beckman referenced a section in the RVSD letter which accused GM Dow of withholding an internal SRSD document from RVSD and noted that GM Dow never had said document.

Committee Member Boorstein stated it appeared to have been some confusion when RVSD read the document, and it appeared to RVSD that it was shared with CMSA but not with RVSD. Committee Member Boorstein stated there was not a lot of time to provide a lot of consideration in their response as it was a short turnaround. He stated it was good to have these forward thoughts and discussions so they can ask these questions and clear them up.

Committee Member DiGiovanni stated there were three pointed accusations in the RVSD letter, stating RVSD had a dishonest broker as the CMSA general manager. Committee Member

DiGiovanni stated it was uncalled for and that there was not one iota of truth in the statement and that he respected Committee Member Beckman for calling out the RVSD comment letter.

Committee Member Boorstein stated if they disagree with things. They should be called out, and that nobody was going to be perfect and if RVSD was wrong they should be called out.

Committee Member DiGiovanni asked Committee Member Boorstein how he could say the CMSA GM did not represent RVSD favorably with a straight face, after being on this board for so long.

Committee Member Boorstein clarified that he did not write the statement regarding GM Dow and that there was a lot of history that wasn't good and RVSD came with a lot of baggage from many years prior that some people still referenced.

Chair Beckman stated that the language the RVSD Board used in communications and to CMSA was reckless and destructive, and asked Committee Member Boorstein as a RVSD Board Member to help lead and guide the RVSD Board in being a little bit more thoughtful and accurate in how they portray things in communication.

Committee Member Boorstein stated he would have that discussion.

Chair Beckman stated he appreciated Committee Member Boorstein's effort, as he cares very much about CMSA staff morale as their operations were critically important to all three of the JPA member agencies, and those operations would suffer if they attacked staff.

Committee Member Boorstein agreed as he spoke to GM Dow prior to the meeting and informed him that CMSA was a gem of an institution that runs quite flawlessly. He stated he had not seen the letter until yesterday and it was not on the last RVSD Board meeting agenda.

Chair Beckman asked clarifying questions as to who approved the RVSD Letter.

Committee Member Boorstein stated he would follow up on it.

Comments from the Public

RVSD legal Counsel, Michael Colantuono stated the RVSD letter was admittedly a little hot as they believed, perhaps wrongly, that others had advance warning of that deadline, and RVSD did not and that their comments were not welcome. He stated that CMSA was acquiring a sewage collection system against RVSD's objections, and that collaboration had been hindered by mistrust and encouraged CMSA to seek another path. He stated that the RVSD Board approved a request to mediate the San Quentin State Prison project and hoped that mediation could help in examining JPA relationships and rebuild trust.

8. Revised SRSD Management and Operations Service Agreement Schedule

GM Dow stated the schedule was presented at the last meeting and comments were received, with revisions outlined in red for the committee to review and to provide directions.

The Committee discussed the schedule, the two board meeting review timeframe, and ensured each member had the most updated version of the agreement.

Committee Member Boorstein passed out a letter from RVSD Board President, Tom Gaffney to all committee members.

Chair Beckman requested the letter to be added to the public record.

The Committee discussed the month and a half JPA Agency review period and legal review timelines.

GM Dow noted if the committee approved the draft agreement for distribution, it would be sent to all the committee members, JPA members, and CMSA Legal counsel.

Chair Beckman asked clarifying questions regarding the CMSA legal review and Member Agency review period. He stated he believed the best use of the SD2 boards time would be to review the draft agreement after the legal review was complete. Chair Beckman stated the idea would be for the legal questions raised by JPA member attorneys to be hashed out by the attorneys' working group to get the agreement to a solid legal ground, which would allow their boards to focus their discussion.

The Board discussed the legal review timeframe and agreed on a two-week review period for the draft agreement.

Committee member Boorstein requested the dates to be target dates, with agencies having the option to request an additional one or two weeks.

The Committee revised the schedule to accommodate the legal review period.

9. Revised Draft SRSD Management and Operations Service Agreement

GM Dow discussed the updates made to the Operations Service Agreement since the committee's last review in December 2024.

Committee Member Boorstein asked clarifying questions regarding GM Dow's provisional authority for signing SRSD contracts and the board reporting process.

GM Dow clarified that SRSD contracts would not be approved by the CMSA Board. GM Dow reaffirmed that CMSA would not make decisions for SRSD beyond staff's signature authority.

Committee Member Boorstein asked clarifying questions regarding budget allocation and approval for potential SRSD emergency projects.

GM Dow stated there was language in the draft agreement for emergency services and unforeseen conditions that would cover these types of major events.

Chair Beckman asked GM Dow to clarify the level of GM reporting to the SRSD Board for project authorization.

GM Dow clarified all projects would be authorized through the annual budget, however, the SRSD Board would continue to approve their own budget, financial audits, rate studies, as well as for public projects above the stated GM approval authority. GM Dow stated that a designated CMSA staff member, such as Doris, would present and prepare the SRSD Board meetings agenda packets.

Chair Beckman asked clarifying questions regarding the SRSD president or Board governing decisions in the dispute resolution process.

GM Dow stated if the contract moved forward, it could be that the SRSD Board delegates the authority to the Board President, but that it would be a SRSD Board decision to make.

Chair Beckman stated the SD2 attorney had already reviewed the draft agreement and had a few questions and concerns that they would send over to the CMSA legal counsel Brandon. He stated the March 31st draft agreement was ready for distribution.

GM Dow stated he would send it out after the meeting,

Comments from the Public

There were no comments from members of the public.

10. Draft SRSD Property Use Agreement

GM Dow stated the draft SRSD property use agreement was based off a previous agreement with RVSD when they were on the Agency site between 2007-2009. GM Dow stated it had a 5-year term, with a termination provision, authorization for SRSD to use a portion of the corporation yard for modular offices and discussed the property lease fee which would start out at the same fee Marin Airporter was paying. He noted item 6: if the Agency determined that the land was needed in the future for wastewater treatment processes, the Agency would notify the SRSD Board and work with them on a relocation plan for their employees, equipment, and supplies.

The Committee discussed the effective date and site lease fee.

Chair Beckman stated the property use agreement should also go under legal review.

GM Dow concurred.

Comments from the Public

There were no comments from the public.

11. SRSD Contract Development Expense Tracking Report

GM Dow stated that CMSA expenses to date were about \$66,000, SRSD had paid about \$42,000, and that CMSA had invoiced for the additional amounts for reimbursement.

Comments from the Public

There were no comments from members of the public.

12. Committee Member Oral Reports

No oral reports.

13. Items for Next Meeting Agenda

Chair Beckman stated he believed at that point they should have the JPA member attorneys comments and requested CMSA legal counsel Brandon attend to provide a high-level synopsis of the comments to the committee.

GM Dow concurred.

14. Confirm/Schedule next Meeting Date – May 8, 2025

Meeting Adjourned

Respectfully submitted,

Jason Dow, General Manager

Tiffany Elam, Administrative Specialist



BOARD MEMORANDUM

May 6, 2025

To: Ad-Hoc Committee of CMSA JPA Member Representatives to consider the JPA's Organization Development Future

From: Jason Dow, General Manager

Subject: **SRSD Management and Operations Service Agreement - Legal Review Comments**

Recommendation: Receive a presentation from General Counsel Halter on the SRSD Service Agreement legal review comments received from the JPA member agencies.

Discussion: At the April JPA Ad Hoc Committee meeting, during the draft SRSD Management and Operations Service Agreement Schedule discussion, the Committee revised the schedule to include a two-week time period for the JPA members' attorneys to review the draft Agreement and provide comments to CMSA General Counsel Branden Halter. The Committee also added a subsequent 4-week timeframe for General Counsel Halter to work with the JPA member attorneys to revise the draft Agreement to address their comments.

May 5, 2025, was the specified date in the revised schedule for the JPA member attorneys to submit their comments. General Counsel Halter will attend the May 8, 2025, Committee meeting to summarize the received legal review comments.



BOARD MEMORANDUM

May 6, 2025

To: Ad-Hoc Committee of CMSA JPA Member Representatives to consider the JPA's Organization Development Future

From: Jason Dow, General Manager

Subject: Draft SRSD Service Agreement Budget Template

Recommendation: Review the draft SRSD service agreement budget template and provide comments to staff.

Discussion: The SRSD Service Agreement working group prepared the attached draft budget template for the Committee to review. It is in a format similar to CMSA budget documents and includes the current SRSD budget accounts, several new accounts, as well as overhead and shared service accounts.

Attachment:

- Draft SRSD Service Agreement Budget Template – May 6, 2025

**San Rafael Sanitation District
FY26 Operating & Capital Budget**

Line Item Accounts

***NOTE:** Prepared from perspective of SRSD's general ledger.*

OPERATIONS & MAINTENANCE (SRSD)					
Account #	Legacy Code	Account Name	*By	FY26 Adopted Budget	Budget Account Description
<u>SALARIES & BENEFITS</u>					
	2361	Salaries & wages - full time			<i>Salary for 17 SRSD employees</i>
	2361	Salaries & wages - part-time			
	NEW	Salaries & wages - overtime			
	NEW	Salaries & wages - standby			
	2361	Employee benefits			<i>Includes health, dental, vision, life, medicare taxes, CalPERS, PARS, MARA, EAP, cash in lieu, OPEB contributions, benefit administration fees, mileage allowances</i>
	NEW	Unfunded liability payments MCERA/CalPERS			<i>Annual UAL payments for pension trust</i>
	2021	Uniforms			<i>Rental & cleaning of uniforms</i>
	2282	Director's fees			<i>Payment to Board of Directors for meetings</i>
Total Salaries & Benefits Payments				-	
<u>TREATMENT CHARGES</u>					
	4112	CMSA regional charge			<i>Treatment fee</i>
	4113	CMSA debt service			<i>For FY15 & FY20 bonds debt service</i>
	NEW	CMSA capital fee			<i>Capital fee</i>
Subtotal Treatment Charges				-	
<u>REPAIRS & MAINTENANCE</u>					
	2359	O&M, pump stations, force mains, generators			<i>All maintenance, repairs, and supplies for pump stations and force mains, including rebuilding pumps, motors, electrical panels, controls, comminutors, replacing and/or repairing valves, replace motor control centers, etc.</i>
	2360	O&M - collection system			<i>All maintenance, pipe spot repairs, and supplies for collection system, including accessory parts and materials for vactor and power rodder</i>
	2363	Standby services			<i>Cost to respond to sewer emergencies by Roto-Rooter after hours and on weekends and holidays</i>
	2106	Odor control			<i>Bioxide chemical odor control & equipment for pump stations</i>
	2083	Fleet maintenance			<i>Parts, maintenance, repairs, fuel & oil for District vehicles</i>
	4045	Manhole raising			<i>Reimburse City of San Rafael or Marin County for raising manholes to grade upon completion of City/County street or Right-of-Way improvement projects</i>
Subtotal Repairs & Maintenance				-	

**San Rafael Sanitation District
FY26 Operating & Capital Budget**

Line Item Accounts

***NOTE:** Prepared from perspective of SRSD's general ledger.*

OPERATIONS & MAINTENANCE (SRSD)					
Account #	Legacy Code	Account Name	*By	FY26 Adopted Budget	Budget Account Description
PERMIT TESTING & MONITORING					
	4300	FOG Program			<i>Fats, Oils, and Grease Program administered by CMSA</i>
Subtotal Permit Testing & Monitoring				-	
INSURANCE					
	2059	General insurance			<i>CSRMA - public liability, property, and auto insurance</i>
	2051	Claims and deductibles			<i>Claims and deductible payments</i>
Subtotal Insurance				-	
UTILITIES					
	2534	Telephone service			<i>District office, District fax, pump stations, radios, cell phones, pagers, dialers for pump stations, laptop connection cards, private IP's; all cost not in CMSA buildings</i>
	2535	Power			<i>Cost of electricity and gas for all pump stations</i>
	2536	Water			<i>Water purchases at pump stations and for pipe maintenance</i>
	NEW	Garbage & disposal			
Subtotal Utilities				-	

**San Rafael Sanitation District
FY26 Operating & Capital Budget**

Line Item Accounts

***NOTE:** Prepared from perspective of SRSD's general ledger.*

OPERATIONS & MAINTENANCE (SRSD)					
Account #	Legacy Code	Account Name	*By	FY26 Adopted Budget	Budget Account Description
GENERAL & ADMINISTRATIVE					
	2388	Staff training, education, and memberships			<i>Registration, tuition, manuals, texts, etc. for SRSD employees training and certification courses & seminars</i>
	2477	Conferences & travel expenses			<i>Travel, lodging, and related expenses for Board and staff</i>
	2131	Memberships & subscriptions			<i>Annual membership dues, i.e., SWRCB, CASA, BACWA</i>
	2133	Office/shop supplies			<i>District office & maintenance</i>
	<i>NEW</i>	Office lease			<i>SRSD office lease payments</i>
	2365	Safety equipment & supplies			<i>Equipment and supplies for compliance with OSHA requirements, including servicing fire extinguishers</i>
	2221	Legal notices			<i>Publication of notices of hearings, ordinances, etc.</i>
	2325	Consulting services			<i>Engineering, professional and specialized consulting services (sewer service charges, temp staff, strategic plan, IEDA employment bargaining)</i>
	2321	Public outreach			<i>Informational fliers, website, videos</i>
	2717	Financial services			<i>Accounting and financial management services</i>
	2713	Legal services			<i>Legal services performed by the County Counsel and outside counsel</i>
	6832	Tax collection fees			<i>County Tax collection and sewer service administration fees</i>
	2122	Rebates/refunds			<i>Refund of sewer user & connection fees</i>
	2389	Miscellaneous expenses			<i>Recruitment for vacant positions, staff meeting supplies</i>
	4188	Facilities mapping services			<i>Continuation of Facilities Mapping Program, updating GIS interface, data base structure, activity tracking, locating structures, easement research, mapping, sewer map books</i>
	<i>NEW</i>	CMSA property lease			<i>Property lease for corporation yard</i>
	<i>NEW</i>	Payments to City			<i>For services after leaving City</i>
	<i>NEW</i>	Contract services			
	<i>NEW</i>	Professional services			<i>Allowance for services</i>
Subtotal General & Administrative				-	
Subtotal (excluding Salaries & Benefits)				-	
Total Direct O&M Cost				-	

**San Rafael Sanitation District
FY26 Operating & Capital Budget**

Line Item Accounts

***NOTE:** Prepared from perspective of SRSD's general ledger.*

CAPITAL IMPROVEMENT PROGRAM (SRSD)				
Account #	Account Name	*By	FY26 Adopted Budget	Budget Account Description
FIXED ASSETS				
4830	Vehicle & equipment acquisition			<i>Acquisition of vehicles, equipment & furniture</i>
<i>NEW</i>	Buildings and facilities CIP			
<i>NEW</i>	Gravity Collection System CIP Program			
<i>NEW</i>	Pump station & force main CIP			
Total Direct CIP Cost			-	

TOTAL SRSD DIRECT COSTS

-

SHARED COSTS (SRSD)				
Account #	Account Name	*By	FY26 Adopted Budget	Budget Account Description
<i>NEW</i>	CMSA workers' compensation			
<i>NEW</i>	Health & Safety program allocation			
<i>NEW</i>	CMSA JPA staff time			<i>Includes JPA GM, ASM, Acct Tech time</i>
Total Shared SRSD Cost			-	

San Rafael Sanitation District
 FY26 Operating & Capital Budget

Line Item Accounts

NOTE: Prepared from perspective of SRSD's general ledger.

OVERHEAD COSTS (SRSD)				
Account #	Account Name	*By	FY26 Adopted Budget	Budget Account Description
<i>NEW</i>	CMSA JPA staff overhead			5% of CMSA staff payroll
<i>NEW</i>	SRSD employee overhead			5% of SRSD employee payroll
Total Overhead Cost to SRSD			-	

TOTAL EXPENDITURES (DIRECT, SHARED, AND OVERHEAD) -
=====

REVENUE (SRSD)				
Account #	Account Name	*By	FY26 Adopted Budget	Budget Account Description
<i>NEW</i>	Sewer service charges			
<i>NEW</i>	Property tax receipts			
<i>NEW</i>	User fees			
<i>NEW</i>	Connection fees			
<i>NEW</i>	Investment income			
<i>NEW</i>	Grants and loans revenue			
<i>NEW</i>	Other miscellaneous income			
Total SRSD Revenue			-	



BOARD MEMORANDUM

May 6, 2025

To: Ad-Hoc Committee of CMSA JPA Member Representatives to consider the JPA's Organization Development Future

From: Jason Dow, General Manager

Subject: Revised SRSD Management and Operations Service Agreement Schedule

Recommendation: Review and discuss the revised schedule and provide direction to staff.

Discussion: Staff updated the draft SRSD Management and Operations Service Agreement Schedule and presented it to the Committee at the April 17, 2025, meeting. The attached schedule was revised based on Committee direction.

Attachment:

- Draft SRSD Management and Operations Service Agreement Schedule – 5/5/25

SRSD MANAGEMENT AND OPERATIONS SERVICE AGREEMENT SCHEDULE
Revised Draft (5/5/2025)

DATE	TYPE OF MEETING	DESCRIPTION
2/20	Ad Hoc	RSG attends meeting to review scope & work status; Jason presents schedule & scope changes. (done)
Week of 2/24	SRSD/CMSA Staff	Discuss RSG questions and preliminary findings/recommendations. (done)
3/20	Ad Hoc	RSG presented draft report and received comments; committee to considered and selected some agreement revisions; Jason presented revised schedule, SRSD employee hiring process, and SRSD retirement info. (done)
Week of 3/24	SRSD/CMSA Staff	Prepared agreement revisions based on Ad Hoc direction. (done)
4/17	Ad Hoc	RSG presented final report; Reviewed revised agreement, draft property use agreement. Committee direction to send revised agreement to JPA agencies (done)
4/17	CMSA Staff	Prepare agreement revisions and sent to JPA agencies. (done)
5/5	Brandon Halter	Brandon to receive and organize legal comments.
5/8	Ad Hoc, Brandon	Brandon to present legal comments for discussion, review draft property use agreement, revised schedule, and draft SRSD budget.
6/5	Brandon	4-week allowance to negotiate legal review comments and incorporate them into a final draft agreement.
6/5	Ad Hoc, Brandon	Review final draft agreement.
6/6 – 7/23	n/a	JPA members' agreement review period. Two regular Board meetings for each agency. RVSD (6/18, 7/23); SRSD (6/20, 7/18); SD2 (6/17, 7/1, 7/15).
7/28	n/a	JPA member comments due to CMSA.
Week of 7/28	SRSD/CMSA Staff, Brandon	Discuss JPA comments. Prepare final agreement.
8/7	Ad Hoc, Brandon	Present final Agreement with JPA comments.
8/8		FINAL AGREEMENT Distributed.
8/15	SRSD Board Mtg	Agreement on Agenda for approval.
9/9	CMSA Board Mtg	Agreement on Agenda for approval.



BOARD MEMORANDUM

May 6, 2025

To: Ad-Hoc Committee of CMSA JPA Member Representatives to consider the JPA's Organization Development Future

From: Jason Dow, General Manager

Subject: SRSD Contract Development Expense Tracking Report

Recommendation: Receive the SRSD Contract Development Expense Tracking Report.

Discussion: At its December 3, 2024, meeting the Committee asked staff to prepare a written report at each meeting to show the SRSD contract development expense information. The table below shows the expense information through April 30, 2025.

SRSD Contract Expense Tracking	Amount
Total expenses through 3/31/25	\$82,240*
SRSD reimbursed to date	\$66,058
CMSA April invoice	\$16,182

* includes GM costs: 116 hours at \$274/hr

