



BOARD OF DIRECTORS
Sutter Animal Services Authority

MEETING AGENDA SUMMARY

January 23, 2017
Special Meeting 1:00 P.M.
YUBA CITY COUNCIL CHAMBERS
1201 CIVIC CENTER BLVD
YUBA CITY CA 95993

Lakhvir Ghag
City of Live Oak

Aleksandar Tica
City of Live Oak

John Buckland
City of Yuba City

Shon Harris
City of Yuba City

Larry Munger
Sutter County Supervisor

Ron Sullenger
Sutter County Supervisor

Alternates:

Steve Alvarado, Live Oak : Manny Cardoza, Yuba City

Materials related to an item on this Agenda submitted to the Board after distribution of the agenda packet are available for public inspection in the City Clerk's office at 1201 Civic Center Blvd., Yuba City, during normal business hours. Such documents are also available on the City of Yuba City's website at www.yubacity.net subject to staff's availability to post the documents before the meeting.

If you need assistance in order to attend this meeting, or if you require auxiliary aids or services, e.g., hearing aids or signing services to make a presentation to the Board of Directors, the City is happy to assist you. Please contact the City Clerk at (530) 822-4817 at least 48 hours in advance so such aids or services can be arranged. City Hall TTY: 530-822-4732

PROCEDURE FOR PUBLIC COMMENT

The Sutter Animal Services Authority Board of Directors welcomes comments from the Public on any items on the agenda as they are discussed. In the interest of time, individuals will be limited to 3 minutes. Comments from the public on items, not part of the Agenda may be made under Public Participation. If you wish to speak on any item, please fill out a Speaker Card, noting the Agenda Item or Public Participation and present it to the Clerk.



BOARD OF DIRECTORS
Sutter Animal Services Authority

January 23, 2017
Regular Meeting: 1:00 P.M.
YUBA CITY COUNCIL CHAMBERS
1201 CIVIC CENTER BLVD
YUBA CITY CA 95993

1:00 P.M. CALL TO ORDER

Roll Call – Executive Director Brad McIntire

- _____ Director Buckland
- _____ Director Ghag
- _____ Director Harris
- _____ Director Munger
- _____ Director Sullenger
- _____ Director Tica

Pledge of Allegiance

GENERAL ITEMS

1. **Election of Board Chairman and Vice-Chairman**
2. **Recognition of Celeste Sager**
3. **Recognition of John Dukes**
4. **Recognition of Gary Baland**

5. **Minutes June 27, 2016**

Recommendation: Approve the Minutes of June 27, 2016

6. **Annual Financial Report – Fiscal Year Ended June 30, 2016**

Recommendation: Note and file the Annual Financial Report for fiscal year ended June 30, 2016

7. **Approval of 2017 Meeting Calendar**

Recommendation: Approve the Meeting Calendar for the Calendar Year of 2017

8. **Presentation by Animal Services Manager**

Recommendation: Note and File Animal Services Manager Report

PUBLIC COMMENT

Members of the public will be allowed to address the Sutter Animal Services Authority Board of Directors on any item mentioned that has been described in the notice of this meeting. In the interest of time, individuals will be limited to 3 minutes.

ADJOURNMENT



BOARD OF DIRECTORS
Sutter Animal Services Authority

Date: January 23, 2017
To: Sutter Animal Services Authority Board of Directors
From: Brad McIntire, Executive Director

Subject: Election of Board Chairman and Vice Chairman for 2017
Recommendation: Per the Joint Powers Agreement, staff recommends the Board elect a Chairman and Vice Chairman for 2017.
Fiscal Impact: There is no fiscal impact associated with electing a Chairman and Vice Chairman.

Background:

In section 3.1 of the Joint Powers Agreement (JPA), it states that the Board shall elect a Chairman and Vice Chairman at the first regular meeting of the Board for each calendar year.

Fiscal Impact:

There is no fiscal impact associated with electing a Chairman and Vice Chairman.

Recommendation:

Per the Joint Powers Agreement, staff recommends the Board elect a Chairman and Vice Chairman for 2017.

Prepared and Submitted By:

[/s/ Brad McIntire](#)

Brad McIntire
Executive Director

Reviewed By:

SASA Attorney: OK by email



Celeste Sager

President – Friends of SASA

2015-2016



John Dukes

Boardmember

November 2011 – December 2016



Gary Baland

Boardmember

November 2011 – December 2016



MINUTES (DRAFT)
Sutter Animal Services Authority

June 27, 2016
Special Meeting: 1:00 P.M.
YUBA CITY COUNCIL CHAMBERS
1201 CIVIC CENTER BLVD
YUBA CITY CA 95993

The Sutter Animal Services Authority Board of Director's meeting was called to order by Vice-Chairman Baland at 1:37 p.m.

Present: Vice-Chairman Baland, Directors Buckland, Hodges, Munger, and Sullenger

Absent: Chairman Didbal

Pledge of Allegiance

Director Sullenger led the Pledge of Allegiance

GENERAL ITEMS

1. Minutes April 25, 2016

Director Munger moved to approve the Minutes of April 25, 2016 as presented. Director Buckland seconded the motion that passed with a unanimous vote.

2. Operational Budget for Fiscal Year 2016-2017

Director Munger moved to approve the Proposed Operational Budget for Sutter Animal Services Authority for Fiscal Year 2016-2017. Director Hodges seconded the motion that passed with a unanimous vote.

3. Report of Animal Services Manager

Note and File Animal Services Manager Report

PUBLIC COMMENT – None

ADJOURNMENT

Vice-Chairman Baland adjourned the Special Meeting of the Sutter Animal Services authority at 1:47 p.m.

ATTEST:

Chairman

Secretary



BOARD OF DIRECTORS
Sutter Animal Services Authority

Date: January 23, 2017
To: SASA Board Chairman and Members of the Board
From: Yuba City Finance/IT Department
Presented by: Spencer Morrison, Accounting Manager

Subject: Annual Financial Report, Fiscal Year Ended June 30, 2016
Recommendation: Note and file the Annual Financial Report for fiscal year ended June 30, 2016
Fiscal Impact: Informational item only

The Independent Audit Report will be provided to Prior to the Board Meeting

Purpose:

To receive and file the Annual Financial Report for fiscal year ended June 30, 2016.

Background:

In accordance with the Joint powers agreement bylaws and sound fiscal practice, Sutter Animal Services Authority (SASA) has an independent audit conducted on an annual basis.

Highlights from this fiscal year's report are:

- This fiscal year, SASA's net position is \$5,894,895, comprised of \$5,906,830 of investment in capital assets and (\$11,935) of unrestricted.
- Total assets include the facility, \$5,973,394, vehicles and equipment including new and salvaged from the old facility and former operation, \$475,322, with a total accumulated depreciation of \$541,886. Other assets of \$165,630 include cash and investments of \$23,603 and accounts receivable of \$142,027.
- Total liabilities are \$173,591 mostly due to accounts payable as of June 30, 2016. These payables are primarily associated with operations.
- SASA's long term liabilities are \$3,974, and are associated with compensated absences.

Fiscal Impact:

Informational item only

Recommendation:

Staff recommends that the SASA Board Note and File the fiscal year 2015-2016 Financial Report.

Prepared By:

Submitted By:

/s/ Spencer Morrison

Spencer Morrison
Accounting Manager

/s/ Brad McIntire

Brad McIntire
Executive Director

Reviewed By:

Treasurer: _____

SASA Attorney: _____



BOARD OF DIRECTORS
Sutter Animal Services Authority

Date: January 23, 2017
To: Sutter Animal Services Authority Board of Directors
From: Brad McIntire, Executive Director

Subject: 2017 Meeting Calendar

Recommendation: Approve the Meeting Calendar for the Calendar Year of 2017

Fiscal Impact: There is no fiscal impact associated with this proposal

Background:

Per Section 2.7.1 of the Joint Powers Agreement, the Board of Directors shall provide for regular meetings (a minimum of four per year) at a date, time and place fixed by the Rules of the Board.

Special Meetings may be called at any time (Section 2.7.2) by two or more Board Members representing two or more jurisdictions in accordance with the provisions of Section 54956, et seq., of the California Government Code, as may be amended from time to time.

Staff recommends the following meeting schedule for 2017:

- April 17th @ 1:00pm (FY 16/17 Budget Review and Discuss FY 17/18 Budget Proposal)
- June 5th @ 1:00pm (Discuss and Adopt FY 17/18 Budget)
- October 23rd @ 1:00pm

Fiscal Impact:

There are no fiscal impacts associated with approving the Meeting Calendar for 2017.

Recommendation:

Per the Joint Powers Agreement, staff recommends approving the Meeting Calendar for 2017.

Prepared and Submitted By:

[/s/ Brad McIntire](#)

Brad McIntire
Executive Director

Reviewed By:

SASA Attorney: ok by email



Presentation by:

Diana Barrett

Animal Services Manager

