



BOARD OF DIRECTORS
Sutter Animal Services Authority

MEETING AGENDA SUMMARY

January 25, 2016
Regular Meeting 1:00 P.M.
YUBA CITY COUNCIL CHAMBERS
1201 CIVIC CENTER BLVD
YUBA CITY CA 95993

Diane Hodges, Chairman
City of Live Oak

Preet Didbal, Vice-Chairman
City of Yuba City

Gary Baland
City of Live Oak Councilmember

John Buckland
City of Yuba City

Larry Munger
Sutter County Supervisor

Ron Sullenger
Sutter County Supervisor

Alternates:

Steve Alvarado, Live Oak : Stan Cleveland, Yuba City; Dan Flores, Sutter County

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 25, 2016
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

- _____ Chairman Hodges
- _____ Vice-Chairman Didbal
- _____ Director Baland
- _____ Director Buckland
- _____ Director Munger
- _____ Director Sullenger

Pledge of Allegiance

GENERAL ITEMS

1. Election of Board Chairman and Vice-Chairman

Recommendation: Elect a Chairman and Vice-Chairman for 2016

2. Minutes September 14, 2015

Recommendation: Approve the Minutes of September 14, 2015

3. 2016 Meeting Calendar

Recommendation: Approve the 2016 Meeting Calendar

4. Annual Financial Report Fiscal Year Ended June 30, 2015

Recommendation: Note and File the Annual Financial Report for Fiscal Year Ended June 30, 2016

5. Report of 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: Monday, January 25, 2016
To: Sutter Animal Services Authority Board of Directors
From: Brad McIntire, Executive Director

Subject: Election of Board Chairman and Vice Chairman for 2016
Recommendation: Elect a Chairman and Vice Chairman for 2016
Fiscal Impact: None

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 2015.

Prepared and Submitted By:

/s/ Brad McIntire

Brad McIntire
Executive Director

Reviewed By:

SASA Attorney: TG

MINUTES (DRAFT)
Sutter Animal Services Authority

MEETING AGENDA SUMMARY

September 14, 2015
Special Meeting 1:00 P.M.
YUBA CITY COUNCIL CHAMBERS
1201 CIVIC CENTER BLVD
YUBA CITY CA 95993

1:00 P.M. CALL TO ORDER

The Sutter Animal Services Authority Board of Director's meeting was called to order by Hodges at 1:02 p.m.

Present: Directors Baland, Didbal, Flores, Munger, and Chairman Hodges

Absent: Director Buckland

Pledge of Allegiance

Chairman Hodges led the Pledge of Allegiance

GENERAL ITEMS

1. Minutes June 8, 2015

Director Baland moved to approve the Minutes of June 8, 2015. Director Flores seconded the motion that passed with a unanimous vote.

2. License, Livestock and Boarding Fees

Director Flores moved to authorize Staff to implement fee increases for pet licensing, habitual stray livestock impoundment and boarding fees for reclaimed cats. Director Munger seconded the motion that passed with a unanimous vote.

PUBLIC COMMENT

None.

* *Animal Services Manager Diana Barrett provided some general information regarding the operations at the Animal Services Facility.*

ADJOURNMENT

Chairman Hodges adjourned the Special Meeting of the Sutter Animal Services authority at 1:21 p.m.

ATTEST:

Chairman

Terrel Locke, Secretary



BOARD OF DIRECTORS
Sutter Animal Services Authority

Date: Monday, January 25, 2016
To: Sutter Animal Services Authority Board of Directors
From: Brad McIntire, Executive Director

Subject: 2016 Meeting Calendar
Recommendation: Approve the 2016 Meeting Calendar
Fiscal Impact: None

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 2016:

- April 18th @ 1:00pm
- June 6th @ 1:00pm
- October 24th @ 1:00pm

Fiscal Impact:

There are no fiscal impacts associated with approving the Meeting Calendar for 2015.

Recommendation:

Per the Joint Powers Agreement, staff recommends approving the Meeting Calendar for 2016.

Prepared and Submitted By:

[/s/ Brad McIntire](#)

Brad McIntire
Executive Director

Reviewed By:

SASA Attorney: [TG](#)



BOARD OF DIRECTORS
Sutter Animal Services Authority

Date: January 25, 2016
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, 2015
Recommendation: Note and file the Annual Financial Report for fiscal year ended June 30, 2015
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, 2015.

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. It is customary that the resulting financial report be submitted to the Board.

Highlights from this fiscal year's report are:

- This fiscal year, SASA completed its first full year of operations in the facility at 200 Garden Highway, Yuba City, CA, under management and oversight by the City of Yuba City. SASA's net position is \$6,062,223, comprised of \$6,104,342 of investment in capital assets and (\$42,119) of unrestricted.
- Total assets include the new facility, \$5,973,394, vehicles and equipment salvaged from the old facility and former operation, \$468,478, with a total accumulated depreciation of \$337,520. Other assets of \$179,089 include cash and investments of \$15,421 and accounts receivable of \$163,668.
- Total liabilities are \$216,218 mostly due to accounts payable as of June 30, 2015. These payables are primarily associated with operations.
- SASA's long term liabilities are \$4,990, and are associated with compensated absences.

Fiscal Impact:

Informational item only

Recommendation:

Staff recommends that the SASA Board Note and File the fiscal year 2014-2015 Financial Report.

Prepared By:

/s/ Spencer Morrison

Spencer Morrison
Accounting Manager

Submitted By:

/s/ Brad McIntire

Brad McIntire
Executive Director

Reviewed By:

Treasurer: RB

SASA Attorney: TG



BOARD OF DIRECTORS
Sutter Animal Services Authority

Date: January 25, 2016
To: SASA Board Chairman and Members of the Board
From: Animal Services Facility
Presented by: Diana Barrett, Animal Services Manager

Subject: Report of Animal Services Manager

Recommendation: Note and File

Fiscal Impact: Information Item Only

Update on Field Services:

During the 2015 calendar year, SASA designated seven animals as potentially dangerous and two animals as vicious. These designations were subsequent to biting incidents that necessitated a hearing or a stipulation agreement between our agency and the pet owner. These designations last for a three-year period and expire when the animal has no additional behavioral deficiencies.

In addition to the nine animals that were designated potentially dangerous or vicious in 2015, 14 animals were already deemed as such by SASA in previous years and some of those cases are still actively under restrictions. In 2014, nine animals were designated potentially dangerous. In 2013, there were five potentially dangerous designations and in 2012, there were three potentially dangerous designations. The significance regarding the amount of potentially dangerous and vicious animals under SASA purview is that these cases require yearly inspections by field officers to ensure compliance.

YEAR	Calls for Service	Authorized Officers
2015	7,243	3*
2014	7,129	3
2013	6,308	3
2012	6,258	5

**Note: During the period between September – December 2015, there were only two Animal Control Officers due to the resignation of an officer*

Update on Animal Control Officer Recruitment:

Yuba City is currently facilitating the recruitment for the Animal Control Officer position and anticipates filling the position as soon as a background investigation is complete for the selected candidate.

Prepared By:

[/s/ Diana Barrett](#)

Diana Barrett
Animal Services Manager

Submitted By:

[/s/ Brad McIntire](#)

Brad McIntire
Executive Director

Reviewed By:

SASA Attorney:

[TG](#)