

**THE GOVERNING BOARD  
OF THE JOINT POWERS AGENCY OF THE  
STANISLAUS ANIMAL SERVICES AGENCY (SASA)**  
Meeting Minutes

**Regular Meeting**

**Thursday**

**February 21, 2019**

**Members Present:**

Michael Pitcock, City of Waterford - Chair  
Scotty Douglass, Alt. City of Modesto - Vice Chair  
Raul Mendez, City of Hughson  
Jody Hayes, Stanislaus County at 9:26 a.m.  
Ken Irwin, City of Patterson  
Toby Wells, City of Ceres - In @ 9:02 am and Out @10:25 am  
Captain C. Gundlach, Alt. City of Modesto

**Members Absent:**

None

**Staff Present:**

Annette Patton, Executive Director      Jennifer Smith, Volunteer Coord.  
Tina Rocha, CEO's Office                      Martha Ruano, Manager  
Linda Ford, Confidential                      Katherine Fielder, Rescue Coord.  
Mavis Williamson, Supervising Acct./Admin Clerk II  
Deirdre McGrath – Deputy County Counsel  
Dennis Cordova – Operations Mgr.

**Guests and Dignitaries:**

Jim De Martini, Stanislaus County Supervisor  
Augusta Farley, Stanislaus Pet Resource Center  
Tera Chumley, CEO's Office  
Monica Aleman and Delores Sarenana, Treasurer/Tax Collector's Office  
Sara Nano and Verna Thornton, Volunteers  
Karen Simms

1. The meeting was called to order at 9:00 a.m. by Mike Pitcock, Chair.
2. **Roll call:** See above
3. **Public Comment:** None.
4. **Minutes of Previous Meeting:**
  - A. Approved the Agency Board Meeting Minutes of January 17, 2019. (Hughson/Patterson – 5/0 – Ceres was not represented at the time)
5. **Correspondence:** None

## **6. New Business:**

- A.** Jennifer Smith – Volunteer Coordinator, recognized Sara Nano and Verna Thornton for their dedicated volunteer work at Animal Services. Sara Nano began in November 2011, and works from open till close, six days a week, helping people find the perfect pet for their families. Verna Thornton began January 2018 and has been a great addition and works with the cats. Each have received compliments from the community for their assistance. Jennifer did a nice presentation with a framed certificate for Sara and Verna. Both volunteers received appreciation from the Agency Board.
- B.** Authorized and Approved the Executive Director to work with Stanislaus County Tax Collector's Revenue and Recovery division to discharge from accountability the collection of accounts determined to be uncollectible, after Revenue and Recovery provided an overview of their procedures. (Hughson/Ceres - 6/0)
- C.** Tera Chumley, CEO's Office provided a briefing and history on Public Facility Fees, which are used for future growth. The requests can be for multiple projects related to growth and not replacement. The PFF team meets the third Thursday of every month and requests should be submitted to Tera Chumley two weeks prior. Annette will bring documentation to the next Agency Board meeting to show what role PFF played when this building was built and how PFF can be utilized moving forward. A request to use an existing fund balance would be approved first by the Agency Board, then the PFF team and the final step would be approval by the Board of Supervisors.
- D.** Accepted the 2017-2018 Stanislaus Animal Services Agency Financial Statements from Brown Armstrong. (Modesto/Hughson – 6/0)
- E.** Approved the True-Up of Fiscal year 2017-2018 with the caveat of providing an opportunity, or an option, for each Agency member to pay their portion of the True-Up in the next fiscal year, conditioned upon there not being a negative financial impact to SASA. (Modesto/Patterson – 6/0)
- F.** Discuss and Approve Canvassing Plan for all Partners for Fiscal Year 2019-2020. After much discussion, there is no action taken on this item today. Rather, DocuPet will be at the March meeting to share information on their programs and SASA will submit two budget scenarios. One budget including canvassing for all

partners, utilizing part-time/extra-help or contracted services, and one budget without canvassing.

**7. Community Reports:** None

**8. Informational:**

**A. Operations Report:** Dennis Cordova provided a handout, with the Monthly Operations Report, Activity Report by Jurisdiction Field Operations, Kennel Statistics, Live Releases and Live Kennel Statistics – all for January 2019. Also included, Vaccination Clinic Statistics from 2010 through 2019, a Rescue Report and presentation with Katherine Fielder, Volunteer Hours and presentation with Jennifer Smith and lastly, an update on the FETCH Program.

**B. Financial Update:** Martha Ruano gave a financial overview through January 2019 with Salaries under budget by 3%, Operating Expenses at 6% over budget and Revenue under budget by 9% with 58% of the budget year complete.

Mavis Williamson went over Revenue, by line item, and stated as predicted, most revenue is trending up due to seasonal increases and the Account Clerk's work on collections.

Martha discussed partner contributions and projections, salaries and benefits, which is under target due to vacancies, revenue without partner contributions, has also been under target. Martha also gave a briefing on unbudgeted expenses, a mid-year Expenditure Analysis, Revenue Detail and Mid-Year Projections.

**C. Executive Director Report:** None

**9. Member Referrals:** None

**Adjourned Regular Meeting at 11:10 a.m. to go into Closed Session**

**Closed Session:**

A. Conference with Legal Counsel – Significant Exposure to Litigation: One case involving confidential personnel matters. (Government Code 54956.9 (d)(2))

**Adjourned at 11:30 a.m.**

ATTESTED: Linda Ford, Clerk  
of the Governing Board  
of the Joint Powers Agency  
of the Stanislaus Animal Services Agency  
State of California

(The above is a summary of the minutes of the Governing Board of the Joint Powers Agency. Complete minutes are available from the Clerk at Stanislaus Animal Services Agency, 3647 Cornucopia Way in Modesto, CA.)