

**ANIMAL CARE JPA MINUTES  
THURSDAY, MAY 26, 2011**

Chair Derry called the meeting to order at 10:02 a.m. with Directors Huntington, Cronin and Chair Derry present.

**PLEDGE OF ALLEGIANCE**

Led by Chair Derry

**APPROVAL OF MINUTES**

Approve the minutes of February 24, 2011 as presented.

Director Huntington moved and Director Cronin seconded to approve the minutes of February 24, 2011. As there was no objection, the minutes stand approved.

**DIRECTORS REPORTS/UPDATES**

None

**DISCUSSION ITEMS**

1. Approve 2009-10 Audit Expense

Director Cronin advised the total amount is \$7,760 as previously reported at a prior meeting on record that amount has been expended and we are now in preparation for next year's audit. Receive and file.

2. Receive Architect Project Update

Town Manager Nuaimi advised that prior to bringing on the Architect the Town initiated the biological assessment of the site regarding protected species. Item 3 on the agenda is an amendment for additional geotechnical work which resulted in a change in the contract amount.

Max Williams, Williams Architects, advised that so far they have a floor plan and site plan document and are in the pre design stage. It is necessary to have a concept established in order to address CEQA concerns. Diagrams of the proposed site and floor plans were displayed. It is their goal to capture the good things existing at shelter now with open play and get acquainted areas. In addition they are trying to leave as much of site undeveloped as possible, and there is an area proposed for corrals if needed. It was noted the property is right on the edge of an Alquist Priolo fault zone which is why additional geotechnical services are needed. As they trench, they will try to avoid as many

Joshua trees as possible or move them to another place on site. Paseo Los Ninos is proposed to be improved to the same standard as Malin Way.

Rene Glynn, Williams Architects, advised they are generating the site plan looking at the hydrology study etc. and have been going through the CEQA process identifying all the items. She presented the timeline for the remaining steps.

Mayor Huntington recommended moving all the trees proposed to be moved at one time. Town Manager Nuaimi advised that until the trench is completed we don't know if the building will be at that site or not.

Director Cronin advised that the University of California at Davis just released national standards for animal shelter designs, and questioned how the standards fit in relation to the proposed design. Mr. Williams advised that he is not familiar with those standards, but will become so. He noted that everything they have been doing at this time is in compliance with current standards but as standards are adjusted they will adjust. Director Cronin stated he will get a copy for the Architects to review, noting they are significantly different, specifically in relation to housing dimensions. Mr. Williams advised the cost analysis is broken down into on site, off site, and building construction costs, and they will be refining and updating at every stage as decisions are made.

3. Approval of Change Order #1 to contract in an amount not to exceed \$34,910 for additional geotechnical services.

Town Manager Nuaimi advised much of the technical backup is on the change order for a not to exceed amount of \$34,910. Hopefully they will not have to trench to the full extent.

Chair Derry questioned how long this will take. Town Manager Nuaimi stated the period is projected from June to the end of August. It was noted the actual trenching will be between June 28<sup>th</sup> and July 4<sup>th</sup>.

Mayor Huntington questioned if we can get verbal approval from the Geologist once the trenching is done. It was noted the geologist will be on site and review the report.

No objection stated to motion by Director Cronin and second by Director Huntington to approve the change order.

4. Approve amendment No. 1 to Animal Shelter Architect's Contract authorizing the Project Manager to approve written JPA change authorization for extra services up to a maximum cumulative amount of \$50,000

Director Cronin advised that this item grants the Project Manager the authority to act if there is a change needs, then it will come to the full Board.

No objection to motion by Director Cronin to approve Amendment No. 1, and second by Director Huntington.

5. Receive JPA Financial Report Update.

Director Cronin recommended this item be on every agenda. He advised the current balance is \$3,487,670.31 including the disbursements talked about for audit expense and insurance payments. Receive and file.

**FUTURE AGENDA ITEMS**

- A. Adopt Reimbursement Strategies
- B. Establish In-Kind Contribution Policy
- C. Establish Capital Asset Policy

Director Cronin advised he has a meeting with the Auditor Controller this afternoon to work on establishing policies and will be preparing a draft for consideration for the next board meeting.

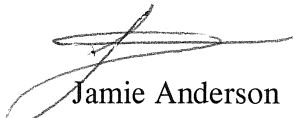
**PUBLIC COMMENTS**

None

**ADJOURNMENT**

There being no further business the meeting was adjourned at 10:53 a.m.

Respectfully submitted

  
Jamie Anderson  
Town Clerk