

**CITY/COUNTY ANIMAL SERVICES JPA
MINUTES
WEDNESDAY, FEBRUARY 10, 2010, 10:30 A.M.**

The meeting was called to order at 10:34 a.m. with Directors Herbel, Huntington, Cronin and Chair Derry present.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

Upon motion and second, the minutes of the meeting of January 13, 2010 were approved unanimously (Huntington/Herbel)

DIRECTORS REPORTS/UPDATES

Director Cronin provided a copy of the Animal Shelter proposal from 2000.

Director Herbel requested that staff explore the possibility of constructing a room to perform surgeries and having a Veterinarian on staff that could come in and take care of spay and neuter services, noting it may be financially more effective than taking pets to another facility. Director Cronin advised the proper action would be to direct staff to develop a benefit analysis. Director Herbel questioned how much the Town is paying for the services at this time. Animal Care and Control Manager Crider advised that now the fee is about \$80 for dogs and \$50 for cats, and noted previously it was approximately \$55-\$60 for dogs and \$45 for cats. Director Herbel questioned how much staff time is consumed transporting the animals to the facility. Animal Care and Control Manager Crider advised about 2 hours per trip. Director Herbel stated that, in the future, there is a need to make sure that Animal Care and Control Manager Crider and Shelter Supervisor Casey have input on what they feel the needs are for the facility.

DISCUSSION ITEMS

1. Directors and Officers Liability.

Director Cronin advised that the Chairman of the Authority needs to sign the application for Directors and Officers liability insurance. There being no objection Director Derry was authorized to sign the application.

2. Review draft Requests for Qualifications (RFQ)

Director Cronin recommended that Deputy Town Manager Stueckle be the point of contact for questions regarding the proposal, and he (Cronin) receive the bids on behalf of the JPA. They are asking for proposals to be submitted by March 19th, with a bid walk on February 25th. The JPA can consider date changes, but the County is hoping to move

forward as soon as possible. It is recommended that the Authority approve submittal of the RFP and begin the process of distributing it.

Director Huntington questioned if request for bids would be advertised on the website. Director Cronin stated they would and will also send the proposals to architects from an established list. Director Derry suggested if there are any concerns the date can be moved back. Director Huntington expressed concern regarding allowing only three weeks from job walk to bid, and also questioned where the figures for the square footages came from. Director Cronin advised that was from the 2000 proposal, noting there were expensive impacts for water and wastewater disposal. Deputy Town Manager Stueckle stated that the impact could be in excess of \$300,000. It was noted that the Architect chosen should guide the JPA as to whether or not the budget is sufficient to construct the facility.

Director Herbel commented that there would also be maintenance cost for a package plant.

Director Cronin advised the recommendation is that the items be included in the RFP and obtain guidance from the Architects as to those points

Director Huntington commented he would like to see visual presentations from the bidders showing their previous work. In addition six weeks should be allowed from job walk to bid submittal.

Town Manager Takata questioned if the RFP refers to the ability to add to facility. Director Huntington stated it should be a campus but modularized and master planned so it can be constructed in phases.

Director Cronin clarified the revisions to the RFP include expanding the timeline to allow 6 weeks from job walk to bid submittal; include visual presentations; and add the design concept to be able to expand the facility in future. Director Huntington stated the ability to construct the facility in phases also allows us to cut back if budget doesn't allow all the elements.

Upon motion by Director Huntington and second by Director Herbel, and there being no objection, Board direction was for Director Cronin to make the requested modifications and send the RFP out.

Town Manager stated it should be sent to anyone in Town who would like to submit. Director Huntington stated he would appreciate a local preference for subcontractors or consultants if needed.

3. Draft Operating Budget

The Board reviewed the draft 5 year operating budget. Director Cronin advised the numbers do not include the possibility of an on site vet and facility for surgery, and noted

that the County cost could potentially increase by \$125,000 of what is incurring currently. The intent of the discussion is to identify additional cost impacts of the operation as we move forward.

Administrative Services Director Yakimow advised he reviewed the figures with Deputy Town Manager Stueckle and Animal Care and Control Manager Crider and are very comfortable with the numbers.

Director Herbel requested that the Board look at a cost benefit analysis of having a Vet on site. Director Cronin commented the biggest costs would be to buy the necessary equipment to have a facility on site, and the ongoing operating costs for a Vet and potential assistant. He recommended the Board accept the proposal with the understanding there are potential additional costs to establish a hospital.

Director Huntington commented there will also be impacts on the A & E as far as design. He noted he would think the design would be modular with the ability of additions for future growth of the campus, and would guess there would not be an initial expense but would be in future years budgets.

Upon further discussion regarding programs for low cost clinics, Director Huntington moved to accept the proposed operating budget. Director Herbel seconded. There being no objections, the budget was accepted.

PUBLIC COMMENTS

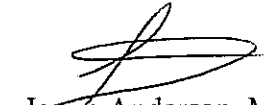
Town Manager Takata commented the Board might want to consider teleconferencing at some point and time and should consider adding that to bylaws.

Director Cronin advised that item will be brought back to a future agenda.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:20 a.m.

Respectfully submitted,


Jamie Anderson, MMC
Town Clerk