

**CITY/COUNTY ANIMAL SERVICES JPA
MINUTES
WEDNESDAY, JULY 29, 2009 3:00 P.M.**

Director Derry called the meeting to order at 3:15 p.m. with Directors Herbel, Huntington, Cronin and Derry present

PLEDGE OF ALLEGIANCE

Led by Director Derry

PUBLIC COMMENT

None

DISCUSSION ITEMS

1. Election of Officers

Director Herbel nominated Director Derry as Chair. Director Cronin seconded. Motion carried unanimously.

Director Herbel nominated Director Huntington as 1st Vice Chair. Chair Derry Seconded. Motion carried unanimously.

Director Huntington nominated Director Herbel as 2nd Vice Chair. Director Cronin seconded. Motion carried unanimously.

Chair Derry nominated Director Cronin as Secretary. Director Herbel seconded. Motion carried unanimously.

2. Designation of Legal Advisor.

Director Cronin commented the County Counsel is willing to act as Counsel, but would require a MOU, and questioned if the Town would provide Counsel. The need for administrative funding for the JPA was also discussed.

Town Manager Takata expressed concern regarding funds being siphoned away from the construction for administrative purposes. The money should go toward the Shelter and not administration. Director Cronin stated the main costs would be for insurance and guidance. He noted he will explore having the County Counsel develop a MOU and bring it back to the next meeting for consideration by the Board.

Director Huntington questioned board management. Town Manager Takata advised there will be staff involvement on both sides, and he does not feel those costs should be covered by the JPA. Director Cronin stated initially it is anticipated Counsel support would be minimal.

Director Huntington moved to recommend that County Counsel draft a MOU, establishing what they feel the cost will be and bring it back to the next meeting for consideration. Director Herbel seconded. Motion carried unanimously.

3. Direction to file Notice of Agreement with Secretary of State.

It was recommended that Counsel be directed to file the notice when they have been appointed.

4. Designation of Treasurer

Per the JPA agreement, the Treasurer for San Bernardino County is the Treasurer for the JPA. The Directors agreed.

5. Designation of Auditor.

The County Auditor/Controller is also named as the JPA Auditor. The Directors agreed.

6. Discussion regarding transferring construction funds to the JPA.

Director Cronin advised the County has already allocated three of their \$437,500 payments and has the funds available to transfer to the JPA when the Town is ready to transfer their funds. Administrative Services Director Yakimow advised the Town is in the position to allocate its first payment, but Council has not yet acted on the second and third payments. He noted the Town may want to obtain external financing for its portion. Director Cronin advised the County has three payments available and will carry them over until the Town is ready to put in their payments. Administrative Services Director Yakimow suggested another option discussed among staff would be to ask the County if it has any in interest in financing the Town. Director Cronin advised he would need to check on that, noting in this financial climate it may be difficult, but he will ask. The main goal is to disperse as many dollars as possible so they are held in trust for the project. Whatever point and time the Town would like to forward its first payment the funds would be transferred into a trust. Administrative Services Director Yakimow advised the item will be taken to council and we will move forward.

Town Manager Takata questioned if an Architect from the County is preparing plans. Director Cronin advised they do not want to pick the Architect, the JPA should chose. Town Manager Takata suggested at the next meeting the JPA may want to talk about asking for an RFQ for architecture services.

Director Cronin commented another item for discussion at the next meeting should be whether or not the JPA should consider the value of the Town's land as part of it payment. Town Manager Takata advised the Town currently has the land and the current shelter will be used for parking, so the value of that would be added also. In addition, the road to the shelter, which was dirt, has been paved.

Director Huntington questioned who would be preparing the RFQ. Director Cronin advised that all of that would go through the JPA so administrative costs would have to be determined.

Director Herbel commented that staff at the shelter must have some idea of what is needed up there, or things they would like to see, noting it would be nice to get their input.

Administrative Services Director Yakimow questioned what the recommendation is regarding how to develop that administrative budget. Director Cronin advised that each item needs to be agendized individually, noting primary costs would be for Counsel if clerical support is needed.

Upon discussion regarding meetings, Director Huntington moved to meet monthly. Director Herbel seconded. Motion carried unanimously.

7. Discussion regarding purposes of JPA and proposed work plan.

Director Cronin commented regarding the importance to try to stay on task as much as possible with the work plan in the JPA agreement. Director Huntington noted that the property has been identified.

The initial objective is to make sure the membership has reviewed the governing documents. Town Manager Takata stated as the agendas are prepared there will be communication back and forth from staff at both the County and Town, which should not be charged to the JPA.

Town Manager Takata suggested that normal meetings be set, perhaps on the 1st or 3rd Wednesday of the month.

Upon discussion, the next meeting was scheduled for Wednesday, September 2, 2009 at 3:00 p.m. The JPA will attempt to meet the 1st Wednesday of every month, but that is subject to the Directors schedules.

Item for the next agenda include.

Determination of operating budget

Examination of an RFQ for architecture/engineering services

Transfer of funds,

County counsel to establish a MOU for costs

Director Cronin will check into insurance

The value of the Town's land.

Funding for the remaining payments, and willingness of the County to consider advancing funds and entering into a separate finance agreement with the Town.

ADJOURNMENT

There being no further business, the meeting was adjourned at 3:47 p.m.

Respectfully submitted,



Jamie Anderson, MMC
Town Clerk