

**CITY/COUNTY ANIMAL SERVICES JPA
MINUTES
WEDNESDAY, NOVEMBER 10, 2009, 1:00 P.M.**

Director Derry called the meeting to order at 1:00 p.m. with Directors Herbel, Huntington, Cronin and Chair Derry present

PLEDGE OF ALLEGIANCE

Led by Chair Derry

APPROVAL OF MINUTES

Approve the minutes of July 29, 2009 as presented

Director Huntington moved and Director Herbel seconded to approve the minutes of July 29, 2009. As there was no objection the minutes stand approved.

DIRECTORS REPORTS/UPDATES

None

DISCUSSION ITEMS

1. Discussion of Operating Budget

Member Cronin advised the two primary expenses are insurance and Counsel. The insurance is approximately \$4,500 and there is a need to approve the expenditure in order to secure the insurance when funds have been transferred into the JPA account. County Counsel has agreed to represent the JPA and will provide guidance, via telephone if necessary, at a cost of \$190 per hour. There is no need for a MOU, just acknowledgement from the Authority.

Town Manager Takata questioned if the \$190 is Counsel's hourly rate for paid employees. Director Cronin stated that is the negotiated fee in the County's fee schedule, which has been approved by the Board of Supervisors and is a standard fee. He noted their guidance has been requested for other items on the agenda.

Chair Derry requested a monthly update on the amount of attorney fees the Authority is spending.

2. RFQ for Architecture/Engineering Services.

Director Cronin advised that the County's Architecture and Engineering Department is willing to share a template for the RFQ, and it will be available for review at the next meeting.

Director Huntington questioned if there is a time line for getting the basic document. Director Cronin stated there will be a template for review at the next meeting, and the Authority Directors will have to fill in the blanks.

3. Transfer of Funds

Director Cronin advised the County will set up a trust account for the JPA which will be interest bearing. The County will transfer its funds when the Town is to transfer theirs. It was recommended that, once the funds are transferred, they will start paying bills by virtue of the minutes of the meetings.

4. MOU with County Counsel for JPA Legal Services

The MOU is not necessarily needed, unless a decision is made otherwise.

5. Insurance

Director Cronin noted the original quote for insurance coverage was approximately \$10,000, but the Director of Risk Manager was asked if the coverage was appropriate and he indicated he thought the expense was high. After renegotiating a much lower premium of \$4,500 was given. It was recommended that the offer be accepted.

Town Manager Takata recommended that Town staff check with our Insurance JPA

6. Review of appraisal for Town Land as part of financial contribution.

Director Cronin advised the County Real Estate Department reviewed the appraisal submitted by the Town and requested clarification as to the amount the Town is seeking for a value of the property. Town Manager Takata advised we were going off the appraisal value. Director Cronin advised that the County is ready to accept the appraised value of \$35,000 but wants to defer receipt of the asset until the JPA is further along with the project.

Town Manager Takata advised the 1st parcel was considered for the \$35,000 but the cost of the other parcel was \$63,000.00 and noted that both pieces have to be included. Director Cronin advised he has received approval to accept the property as part of the Town's contribution.

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

Director Cronin advised he approached the County Finance Office regarding the Town's request and was told that the County is not in the financial position at this time to advance the remaining three payments for the Town. Chair Derry stated the JPA can operate under that assumption at this time, and if things change, the County will work on the possibility of advancing the funds.

Director Cronin advised the sooner the Authority moves forward, it will get the best value for our funding now while the economy is in decline.

Chair Derry questioned if the Authority has a local contractor preference and would like to include that in the RFQ. The Directors agreed that they would like to look at that option.

8. Conflict of Interest Code – Proposed Adoption Process

Director Cronin advised that County Counsel recommends that the Authority adopts a conflict of interest code, and recommended that a public hearing be posted for the next meeting to review and adopt the code as presented.

Motion by Director Huntington and second by Director Herbel to post the Conflict of Interest Code for public approved unanimously.

Director Cronin advised a Copy of the notice will be filed with the Commission 45 days prior to the public hearing.

9. Bylaws Draft

Director Cronin stated that, as part of obtaining insurance, there is a need to adopt bylaws for the Authority. He noted that nothing in the bylaws differs from what has already been agreed upon in the JPA Agreement.

Director Huntington moved to adopt bylaws. Director Herbel seconded. As there was no opposition, the bylaws were adopted.

10. Form 700 Filing

Director Cronin advised that the Directors of the JPA will need to amend their 700 form to add membership to the JPA.

Recommendations for the next agenda:

Draft outline of proposed budget.

Estimate of County Council costs

Acceptance of Town's land as part of payment.

Review of Request for Qualifications (RFQ)

It was recommended regular meetings be set for the JPA on the 2nd Wednesday of each month at

10:00 a.m. and the next meeting will be held on Wednesday, January 13, 2010 at 10:00 a.m.

Director Cronin questioned if the Town has a time line for going to the Council to seek disbursement of its first payment. Administrative Services Director Yakimow advised the budget has been approved with the first payment and staff will take the disbursement to Council as an informational item on December 1, and forward the payment on December 2nd.

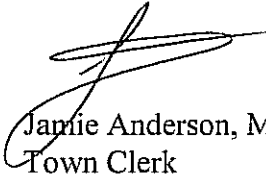
PUBLIC COMMENTS

None

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:35 p.m.

Respectfully submitted,



Jamie Anderson, MMC
Town Clerk