

Yolo Animal Services Planning Agency

MEETING AGENDA

Thursday, April 20, 2023, 10:30 a.m.

**Governing Board Members**

(\*Indicates Voting Member)

Josh Chapman, City of Davis\*

Bill Biasi, City of Winters\*

Jesse Loren, City of Winters

Mayra Vega, City of Woodland\*

Rich Lansburgh, City of Woodland

Gary Sandy, County of Yolo\*

Jim Provenza, County of Yolo

**Meeting Location:**

County Administrator's Conference Room,

625 Court Street, Room 202,

Woodland, CA 95695

Zoom: <https://yolocounty.zoom.us/j/85824863370>

NOTE: Effective April 20, 2023, all meetings of the Yolo Animal Services Planning Agency JPA will be held in person. Meetings are open for public attendance, and a teleconference/Zoom link is provided above for members of the public to view the meeting and provide public comment remotely. In addition to in-person and remote public comment, members of the public are welcome to submit written comments by 4:00 p.m. the day prior to the meeting. Written comments should be emailed to [clerkoftheboard@yolocounty.org](mailto:clerkoftheboard@yolocounty.org) or sent to Attn: Clerk, 625 Court Street, Room 204 Woodland, CA 95695. If you are submitting written comments on a particular item on the agenda, please identify the agenda item number. All written comments are distributed to Board members and filed in the record, but will not be read aloud.

**10:30 A.M. CALL TO ORDER**

1. Call to Order. (Chair)
2. Roll Call. (Clerk)
3. Consider approval of the agenda. (Sandy)
4. **Public Comment:** Opportunity for members of the public to address the Yolo Animal Services Planning Agency on subjects relating to YASPA business and not otherwise on the agenda. Speakers will be limited to 2 minutes (subject to change).

**CONSENT AGENDA**

5. Approve the minutes of the December 1, 2022 meeting.

**REGULAR AGENDA**

6. **Action Item:** Appoint Vice-Chair. (Rowe)
7. Receive verbal update on Shelter operations. (Amato)

8. Receive update on Animal Services Transition process. (Bryan/Rowe)

**ADJOURNMENT**

Next Meeting: June 15, 2023

**Notice**

This agenda was posted in accordance with the Brown Act. If requested, it can be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the American with Disabilities Act of 1990 and the Federal Rules and Regulations adopted implementation thereof. Persons seeking an alternative format, or who require a modification or accommodation, including auxiliary aids or services in order to participate in the meeting should contact the County staff assigned to the Animal Services Planning Agency as soon as possible (preferably at least 24 hours prior to the meeting) at (530) 406-5775 or [John.Rowe@yolocounty.org](mailto:John.Rowe@yolocounty.org) or:

Yolo County Administrator's Office  
625 Court Street,  
Room 202  
Woodland, CA 95695

Yolo Animal Services Planning Agency

5.

**Meeting Date:** 04/20/2023

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**SUBJECT**

Approve the minutes of the December 1, 2022 meeting.

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**Attachments**

Att A. Yolo Animal Services Planning Agency JPA Minutes 12.01.22

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**Form Review**

Form Started By: John Rowe  
Final Approval Date: 04/14/2023

Started On: 04/14/2023 04:27 PM

Yolo Animal Services Planning Agency  
Yolo County, California

December 1, 2022

MINUTES

The Yolo Animal Services Planning Agency met on the 1st day of December, 2022, via [teleconference](#) at 2:00 p.m. pursuant to Government Code section 54953(e)(1) (as amended by Assembly Bill 361), available at the following [link](#).

Present: Dan Carson, City of Davis; Wade Cowan, City of Winters; Mayra Vega (joined late), City of Woodland; Rich Lansburgh, City of Woodland; Gary Sandy, County of Yolo; Jim Provenza, County of Yolo

Staff Present: John Rowe, Management Analyst  
Stephanie Amato, Animal Services Director  
Gerardo Pinedo, County Administrator  
Jill Perez, Assistant County Administrator  
Phil Pogledich, County Counsel  
Paula Hugi, Deputy Clerk

1:30 P.M. CALL TO ORDER

1. Call to Order. (Chair)
2. Roll Call. (Clerk)

Roll Call was conducted by the Clerk.

3. Consider approval of the agenda. (Sandy)

Minute Order No. 22-21: Approved agenda as submitted.

MOTION BY: Cowan / SECONDED BY: Carson  
AYES: Carson, Cowan, Lansburgh, Sandy.  
NOES: None.  
ABSTAIN: None.  
ABSENT: None.

4. **Public Comment:** Opportunity for members of the public to address the Yolo Animal Services Planning Agency on subjects relating to YASPA business and not otherwise on the agenda. Speakers will be limited to 2 minutes (subject to change).

Evelyn Dale, Lisa Gaynes, Eileen Samitz, Lea Rosenberg and Bob Schabert addressed the Board during public comment.

## CONSENT AGENDA

Minute Order No. 22-22: Approved Consent Agenda Item Nos. 5-6.

MOTION BY: Carson / SECONDED BY: Cowan

AYES: Carson, Cowan, Lansburgh, Sandy.

NOES: None.

ABSTAIN: None.

ABSENT: None.

5. Authorize remote (teleconference/videoconference) meetings by finding, pursuant to Assembly Bill 361, that local officials continue to recommend measures to promote social distancing as a result of the COVID-19 pandemic. (Sandy)

Approved recommended action on Consent.

6. Approve the minutes of the August 23, 2022 meeting. (Sandy)

Approved the minutes of the August 23, 2022 meeting on Consent.

## REGULAR AGENDA

7. Receive presentation on and analysis of Agreement between Yolo County and UC Davis Koret Shelter Medicine Program. (Rowe)

Eileen Samitz, Lisa Gaynes, Tricia Hilliard and Evelyn Dale addressed the Board on this item.

Received presentation on and analysis of Agreement between Yolo County and UC Davis Koret Shelter Medicine Program.

8. **Action Item:** Receive update on upcoming County actions reorganizing Animal Services, and approve a temporary pause of Yolo Animal Services Planning Agency JPA meetings until further notice. (Rowe)

Eileen Samitz and Lisa Gaynes addressed the Board on this item.

The Board members preferred a check-in every two (2) months.

## ADJOURNMENT

Next meeting to be determined

Meeting Date: 04/20/2023

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**SUBJECT**

Action Item: Appoint Vice-Chair. (Rowe)

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**Attachments**

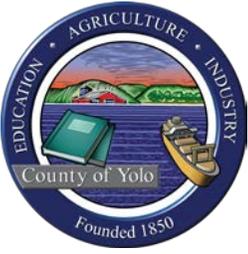
Att. A. Staff Report

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**Form Review**

Form Started By: John Rowe  
Final Approval Date: 04/14/2023

Started On: 04/14/2023 04:29 PM



# COUNTY OF YOLO

## YOLO ANIMAL SERVICES PLANNING AGENCY JPA

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**Gary Sandy, County Supervisor, District 3**  
**Yolo Animal Services Planning Agency JPA Chair**

**John Rowe, Management Analyst**  
625 Court Street, Room 202, Woodland CA 95695  
(530) 666-8150, Email: john.rowe@yolocounty.org

Date: April 20, 2023

To: Yolo Animal Services Planning Agency JPA (YASPA)

From: John Rowe, Management Analyst

Subject: Appoint Vice Chair.

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### **Background**

Per the agreement that established YASPA, “The Board of Directors shall, at its first meeting and periodically thereafter... elect a Chair and Vice-Chair by majority vote.”

The current chair of the Yolo Animal Services Planning Agency JPA is Yolo County Supervisor Gary Sandy. The Vice-Chair was Winters Mayor Wade Cowan, who has since retired. Since the Vice-Chair has retired, a replacement needs to be selected to fulfill that role.

### **Recommended Action**

Nominate and elect a new Vice-Chair from the members of the Board.

**Meeting Date:** 04/20/2023

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**SUBJECT**

Receive update on Animal Services Transition process. (Bryan/Rowe)

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**Attachments**

Att. A. Presentation

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**Form Review**

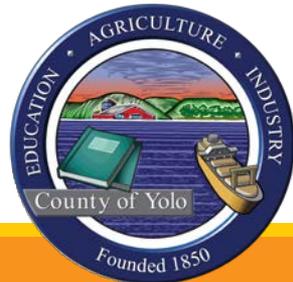
Form Started By: John Rowe  
Final Approval Date: 04/14/2023

Started On: 04/14/2023 04:28 PM

# Animal Services Transition Framework

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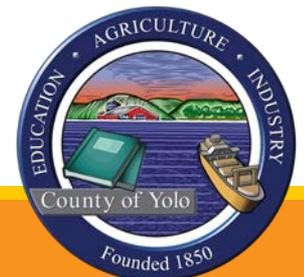
April 20, 2023



# Proposed Framework

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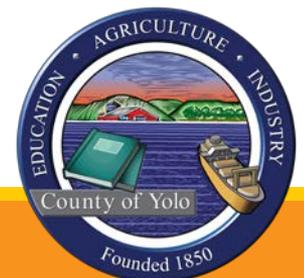
- 1) Animal Services Management will transition to CAO, reporting to the CAO/designee; Animal Services Operations temporarily remaining with the Sheriff's Office in interim. Animal Services Management and Operations will transfer concurrently to a permanent placement.
- 2) Immediate focus on successor service agreements with the cities and UCD, a successor veterinary services agreement with UCD, and deferred maintenance. Subsequently, staff will analyze available options for the final disposition and operation of Animal Services.
- 3) Transition should be completed in 6 to 12 months. Staff will return to the Board every 3 months for status update.
- 4) Transition will focus on operational issues; separate from ongoing discussion regarding a new animal shelter.



# Comparative Analysis

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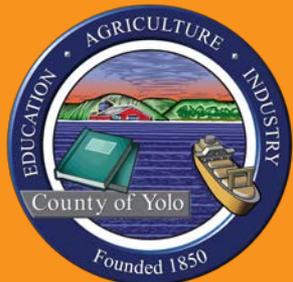
- Analysis of regional and population peer counties and cities providing animal services
- Yolo County Animal Service costs/FTE per capita comparable to peer jurisdictions
- Full summary included as Att. C



# Deferred Maintenance Needs

Facility Item	Cost Estimate	Priority
<u>Deferred Maintenance</u>		
Roof/Gutter Repair*	\$75,000	1
Entrance Gate Electrification	\$13,000	1
Video Surveillance Upgrades	\$35,000	1
Parking Lot - Front	\$69,300	1
Parking Lot - Back	\$116,850	1
Kennel Drainage	TBD	1
Fencing Replacement	\$50,000	2
Fence Access Updates	TBD	2
Front Entrance Lock	TBD	2
Gravel Replacement	TBD	3
Tree Removal	TBD	3
Window Bar Removal	TBD	3
Lights/Fans in Evaluation Yard	TBD	3
<u>Future Needs</u>		
Space Planning/Optimization		
Dog Kennel Replacement	\$550,000	

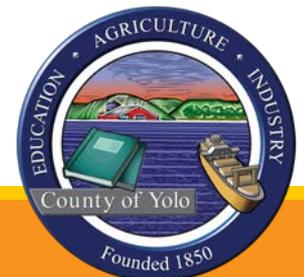
\*Existing project on General Services project list, anticipate RFP in next 30-60 days



# Reserve Account Policy

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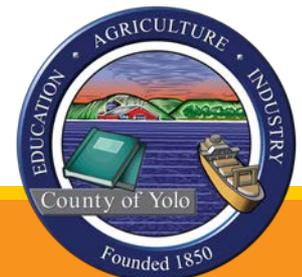
- Fund balance from the Animal Services program rolls into the Animal Services Reserve Account
- Proposed policy will formalize process for use and feedback from contracting partners
- Estimated Reserve Account fund balance at end of FY23: \$930,000. Per proposed policy Reserve Account will maintain a reserve not to exceed 10% of annual operational expenditures
- Staff contemplates using Reserve Account fund balance to cover deferred maintenance



# Anticipated Next Steps

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- 1) Negotiate a new veterinary services contract with UCD, which will enhance collaboration and increase service levels at the shelter. Discussions with UCD regarding the veterinary services contract began earlier this month.
- 2) Develop successor agreements with contracting partners with a goal of reaching multiyear agreements to reduce administrative burden and provide greater financial certainty to all parties going forward.
- 3) Finalize assessment of Animal Shelter deferred maintenance, source vendors and estimates for all work to be performed and equipment to be acquired and return the Board for necessary approvals.
- 4) Provide recommendations for a final transition of Animal Services follow the completion of the above tasks.



# Recommended Action

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- 1) Approve updated transition framework
- 2) Approve Animal Services Reserve Account policy (Att A.)
- 3) Direct staff to take necessary actions to address deferred maintenance needs (Att. B.)

