

Yolo Animal Services Planning Agency

MEETING AGENDA

Thursday, August 17, 2023, 10:30 a.m.

Governing Board Members

(*Indicates Voting Member)

Donna Neville, 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 Locations:

625 Court Street

CAO Conference Room, Room 203

Woodland, CA 95695

27410 Rondell Street

Agoura Hills, CA 91301

Teleconference Link:

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

NOTE: Effective April 20, 2023, meetings of the Yolo Animal Services Planning Agency JPA will be held in-person.

Physical meeting location addresses listed above are open for public attendance, and a teleconference/Zoom link is provided 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 or sent to Clerk of the Board, 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. (Biasi)
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 April 20, 2023 meeting.

REGULAR AGENDA

6. Receive Animal Shelter update. (Amato)
7. Receive update on Animal Services Transition. (Tengolics/Rowe)
8. Receive update on spay/neuter clinic. (Tengolics/Rowe)
9. **Action Item:** Receive update and provide staff direction on requesting the City of West Sacramento to become a signatory to the Yolo Animal Services Planning Agency Joint Powers Authority agreement. (Tengolics/Rowe)

ADJOURNMENT

Next Meeting: October 19, 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 or:

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

Meeting Date: 08/17/2023

SUBJECT

Approve the minutes of the April 20, 2023 meeting.

Attachments

Att. A. Minutes

Form Review

Form Started By: John Rowe
Final Approval Date: 08/10/2023

Started On: 08/10/2023 11:15 AM

Yolo Animal Services Planning Agency
Yolo County, California

April 20, 2023

MINUTES

The Yolo Animal Services Planning Agency met on the 20th day of April, 2023 in the County Administrators' Conference Room, 625 Court Street, Room 202, Woodland, CA 95695.

Present: Bill Biasi, City of Winters; Rich Lansburgh, City of Woodland; Gary Sandy, County of Yolo; Jim Provenza, County of Yolo

Absent: Josh Chapman, City of Davis; Jesse Loren, City of Winters; Mayra Vega, City of Woodland

Staff Present: John Rowe, Management Analyst
Mark Bryan, Deputy County Administrator
Stephanie Amato, Animal Services Director
Paula Hugi, Deputy Clerk

Attendees: Ken Hiatt, Woodland City Manager

10:30 A.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. 23-01: Approved agenda as submitted.

MOTION BY: Lansburgh / SECONDED BY: Biasi

AYES: Biasi, Lansburgh, Sandy.

NOES: None.

ABSENT: Chapman, Loren, Vega.

ABSTAIN: 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).

Ann addressed the Board during public comment.

CONSENT AGENDA

Minute Order No. 23-02: Approved Consent Agenda Item No. 5.

MOTION BY: Biasi / SECONDED BY: Lansburgh

AYES: Biasi, Lansburgh, Sandy.

NOES: None.

ABSENT: Chapman, Loren, Vega.

ABSTAIN: None.

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

Approved the minutes of the December 1, 2022 meeting on Consent.

REGULAR AGENDA

6. **Action Item:** Appoint Vice-Chair. (Rowe)

Minute Order No. 23-03: Appointed Member Biasi as Vice-Chair.

MOTION BY: Biasi / SECONDED BY: Sandy

AYES: Biasi, Lansburgh, Sandy.

NOES: None.

ABSENT: Chapman, Loren, Vega.

ABSTAIN: None.

7. Receive verbal update on Shelter operations. (Amato)

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

Received verbal update on Shelter operations.

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

Trisha Hilliard, Eileen Samitz and Evelyn Dale addressed the Board on this item.

Received update on Animal Services Transition process.

ADJOURNMENT

Next Meeting: June 15, 2023

Meeting Date: 08/17/2023

SUBJECT

Receive update on Animal Services Transition. (Tengolics/Rowe)

Attachments

Att. A. Staff Report

Att. B. Deferred Maintenance Update

Att. C. Presentation

Form Review

Form Started By: John Rowe
Final Approval Date: 08/09/2023

Started On: 08/09/2023 01:12 PM



COUNTY OF YOLO

YOLO ANIMAL SERVICES PLANNING AGENCY JPA

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: August 17, 2023

To: Yolo Animal Services Planning Agency JPA (YASPA)

From: Alexander Tengolics, Manager of Governmental Relations
John Rowe, Management Analyst

Subject: Receive update on Animal Services Transition.

Background

Animal Services in Yolo County is currently provided through the Yolo County Sheriff's Office. The mandated service area of the Animal Services division is the unincorporated area of Yolo County, and the Sheriff's Office also contracts with UC Davis and the cities of Davis, West Sacramento, Winters, and Woodland for the provision of services to those jurisdictions.

On February 25, 2020, Yolo County and the Cities of Davis, Winters, and Woodland formed the Yolo Animal Services Planning Agency Joint Powers Authority (JPA). The purpose of this body was to function as a planning JPA, which would explore new options for Animal Services in Yolo County and potentially develop an operational JPA to take over the provision of Animal Services. Due to numerous factors, including disruptions from COVID-19, the effort to review and adjust Animal Services operations was delayed over the next three years. In that time, operational challenges began to emerge.

On December 6, 2022, on staff's recommendation, the Yolo County Board of Supervisors (Board) directed the County Administrator's Office (CAO) to "develop plans for the transition of Animal Services from the Yolo County Sheriff's Office to the County Administrator's Office," with the intention being that the CAO would take responsibility for Animal Services, devote its staff and resources to address operational concerns, strengthen key relationships with UC Davis and city partners, and then determine a permanent placement for the division.

At the Board meeting held on March 7, 2023, staff returned with an update and a proposed framework for completing the previously approved transition. The framework proposed that, in the immediate term, staff would focus their efforts on addressing operational issues with the provision of animal services, including agreements with local jurisdictions, veterinary services, and deferred maintenance needs. Once those operational concerns were addressed, staff would make recommendations to the Board regarding a permanent placement for the Animal Services division. The Board approved this framework, with the addendum that the proposed activities be completed within 12 months and that the Board receive regular updates on a quarterly basis.

The most recent update to the Board was provided on July 25, 2023.

Status Update and Reporting Framework

This report includes status updates on contractual agreements with local jurisdictions for the provision of animal services within their incorporated areas, veterinary services at the animal shelter, deferred shelter maintenance, and the transition of animal services.

Each topic area will include a rating of Green, Yellow, or Red, with the following definitions for each status:

Green - Progress is satisfactory, and the item is set to reach completion with no unanticipated delays or costs.

Yellow - Progress is delayed or is subject to unanticipated obstacles that need to be addressed for timely completion.

Red - The item is on hold until issues preventing progress have been addressed.

Agreements with Local Jurisdictions - Green

The CAO has held regular discussions with UC Davis and the cities of Davis, West Sacramento, Winters, and Woodland regarding the County's provision of animal services within their jurisdictional boundaries. Meetings have been held at least monthly with the jurisdictions, and significant updates have been made to agreement language to address issues and concerns. Final language and a full report on the changes made to the agreements will come to the Board when the agreements are brought for signature.

Veterinary Services - Yellow

The current agreement with UC Davis for the provision of veterinary services at the Yolo County Animal Shelter (Shelter) expired as of June 30, 2023. After discussion with UC Davis, it was concluded by both parties that it would be best to seek other solutions for in-shelter veterinary services. In the near term, the County has brought on a contract veterinarian to address immediate veterinary needs and is in the process of onboarding an extra help veterinarian while staff finalizes a permanent plan. In coordination with Human Resources, the CAO is developing position classifications for a DVM and RVT, which would allow for filling those roles with permanent, full-time employees.

Yolo County still maintains an active partnership with UC Davis in regard to animal healthcare. The County's agreement with the UC Davis Veterinary Hospital for the provision of emergency services at its site in Davis remains active through June 30, 2024, and the supplies and services rendered under it are instrumental in ensuring the health of animals under County care. The County is also engaged in discussion with local non-profits for the provision of additional free or low-cost spay and neuter services for animals.

Deferred Maintenance - Green

As part of the prior update on animal services in March 2023, the Board of Supervisors received a report on deferred maintenance items for the Animal Shelter. Since that last update, General Services staff have been developing project scopes, sourcing bids, and completing necessary repairs. An updated list with current project status is attached to this report (Att. B. Deferred Maintenance Update). A few items not previously listed have been addressed, such as installing a new forklift charging stand. Staff anticipates bringing requests for approval for work projects over the next several months as project scopes are finalized and appropriate vendors are identified to complete the work.

At the July 25, 2023, meeting, the Board adopted a budget resolution which increased appropriations in

the Sheriff's Animal Services budget for FY2023-2024 in the amount of \$15,800. These funds are to be transferred from the Animal Services Reserve Account to fund kennel improvements/maintenance. County staff conferred with local partners on the use of these funds.

Transition - Yellow

While staff continues to focus on operational concerns, discussions are ongoing about the options for permanent placement of Animal Services. Once operational concerns are fully addressed, a complete list of options and staff's recommendations will be provided.

Next Steps

1. Staff intends on bringing the agreements with UC Davis and local cities back to the Board of Supervisors in late August or early September. However, this is dependent on when each jurisdiction receives approval of the agreement from their local board or council.
2. Staff will continue to finalize a model for shelter veterinary services and will provide the Board an update on these efforts in October.
3. Deferred maintenance needs will continue to be addressed, and an update on these efforts will be provided to the Board in October. A timeline for the expected completion of deferred maintenance projects will be provided when the assessment of all maintenance requests is completed by County General Services.
4. Staff will continue to focus on immediate operational concerns. Once all operational items are in green status, staff will finalize recommendations for permanent placement of the Animal Services division.

Facility Item	Cost Estimate	Priority	Status
<u>Deferred Maintenance</u>			
Roof/Gutter Repair*	\$75,000	1	Received bids on 7/18 for roof repairs. Low bid \$122,600. Expect work to begin in August 2023
Dog Kennel Replacement	\$15,800	1	Scope change to repair and alter existing kennel doors and gates. Bids received July 6, 2023. Lowest bid is \$15,800. Awaiting Animal Services approval to move
Entrance Gate Electrification	\$13,000	1	Quotes received.
Video Surveillance Upgrades	\$35,000	1	Quotes received.
Parking Lot - Front	\$69,300	1	Developing Scope. New Pavement and stripping. Animal Services has asked this be started after completion of Security Fencing Replacement
Parking Lot - Back	\$116,850	1	Developing Scope. Fill in pot holes with gravel has been rescoped to complete repavement of the lot. Animal Services has asked this be started after completion of Security Fencing Replacement
Kennel Drainage	TBD	1	Tied to Tree Removal (line 14). No estimate at this time
Fencing Replacement	\$50,000	2	Scope of Work Complete. Put Project out to bid on 7/20. Bids due August 2, 2023
Fence Access Updates	TBD	2	Status pending.
Front Entrance Lock	TBD	2	Front entrance lock repaired, but full security functions not yet installed.
Gravel Replacement	TBD	3	Animal Services has asked that this be dropped and it be handled as part of the back parking lot repair/replacement. See Line 8.
Tree Removal	\$6,000	3	Estimate for tree removal \$6,000. Working with City of Woodland to file Tree Removal paperwork. Expected to be complete August 16, 2023
Window Bar Removal	TBD	3	Animal Services has put this on hold.
Lights/Fans in Evaluation Yard	TBD	3	Developing Scope. Still low priority
<u>Future Needs</u>			
Space Planning/Optimization	TBD		Not in progress.
<u>New Items - Completed via internal Work Request</u>			
Flood Light Installation		Complete	Flood lights installed on west side of Animal Shelter
Fork Lift Charging Station Stand		Complete	New forklift charging stand installed. Forklift is used for bulk animal supplies movement.

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

Animal Services Update

August 17, 2023



YCAS Status Update

- Agreements with Local Jurisdictions - **Green**
 - Finalizing language of new MOU; one year term with two one-year options; phase in of allocated costs
- Veterinary Services - **Yellow**
 - UCD contract ended; working with contract DVM; in the process of onboarding extra help DVM, HR developing class spec
- Deferred Maintenance - **Green**
 - Multiple projects in process per Att. A, Board of Supervisors adopted Budget Resolution on July 25 to transfer \$15,800 from reserve account to fund kennel improvements
- Transition - **Yellow**