

**THE GOVERNING BOARD  
OF THE JOINT POWERS AGENCY OF THE  
STANISLAUS ANIMAL SERVICES AGENCY (SASA)**  
Meeting Minutes

**Regular Meeting**

**Thursday**

**December 19, 2019**

**Members Present:**

Joe Lopez, City of Modesto – Chair  
Capt. Ivan Valencia, Alternate - Modesto  
Raul Mendez, City of Hughson – Vice Chair  
Michael Pitcock, City of Waterford  
Jody Hayes, Stanislaus County  
Toby Wells, City of Ceres  
Ken Irwin, City of Patterson

**Members Absent:**

**Staff Present:**

Annette Patton, Executive Director  
Martha Ruano, Business Manager  
Daniel Solish, Deputy County Counsel  
Mavis Williamson, Client Services

Linda Ford, Confidential  
Jewel Warr, CEO's Office  
Martha Ruano, Manager

**Guests and Dignitaries:**

Jim DeMartini, Stanislaus County Supervisor

1. The meeting was called to order at 9:04 a.m. by Joe Lopez, Chair.
2. **Roll call:** See above
3. **Public Comment:** Augusta Farley states the current Strategic Plan has one line in it regarding strays. Her suggestion - if there are resources saved by using DocuPet, SASA should consider "Community Services" in their next Strategic Plan to educate people on how to keep their pets in their homes. With Best Friends in their last year and a half with SASA, we also need to look at how we are going to take care of the cat problem.
4. **Minutes of Previous Meeting:**
  - A. Approved the Agency Board Meeting Minutes of September 19, 2019. (Patterson/Hughson – 6/0)

**5. Correspondence:** None

**6. New Business:**

- A.** Authorized the Executive Director to enter into and sign an Independent Contractor Agreement with DocuPet for the period beginning December 20, 2019 through December 19, 2022 for the pet licensing program. (County/Ceres 6/0)
- B.** Discussed Public Facilities Fees: These fees were established to use for growth based facility improvements. Suggestions from PFF staff are as follows:
  - Expand the parking lot
  - Expand the play yards
  - Increase kennels in row 300
  - A way to schedule appointments electronically

**7. Informational:**

- A. Operations Report:** Martha Ruano provided an overview of the Operational report provided by Dennis Cordova, who is out today. Included are the Monthly Operations/Staffing Reports for November 2019, Field Reports including Activity Reports by Jurisdiction, with City of Modesto included, Kennel/Live Releases Statistics, Vaccination Clinics Statistics and Volunteer hours for November 2019. Any questions can be brought back to Dennis Cordova, upon his return in January.
- B. Financial Update:** Martha and Mavis went over the financial reports which had been sent with the meeting packets. If there are any questions, feel free to reach out to Martha.
- C. Executive Director Report:**
  - i. Additional information on the self-watering system will be shared at our January meeting.
  - ii. Coming soon to Stanislaus County and surrounding areas – Text “Strays to 555-888. This is a quick and easy way to receive guidance for finding lost pets. SASA will provide refrigerator magnets to clients, will list text “Strays” to 555-888 on our website and social media pages, will share with partner social media pages and public information officers, and, the program links to our lost/found animals.
  - iii. SASA has been awarded a Volunteer Mentor Grant which will provide training and mentoring of our Volunteer Coordinator

providing her information on retention and creating a Volunteer Operations Manual and Grievance Program.

- iv. We have Veterinarians on site daily to care for our shelter animals and the provide vaccines at our vaccination clinics. We are utilizing more extra help part time positions to assist with care and coverage, seven days a week.
- v. The trial period for staying open late on Wednesdays is about to come to an end. We will have a status update in January and may wish to extend this program to year-round.
- vi. SASA is looking at some new fees. Some fees will help cover expenses incurred when a client reclaims or adopts animals, like carriers or leashes. Clients may bring their own or purchase one. SASA is also considering the addition of flu shots to our menu of vaccinations.
- vii. The remainder of the year will be very busy, there are many items coming up, changes to our fee schedule, several contracts are due to expire in this quarter and budget will soon be due.

**D. Member Referrals: None**

**Adjourned Regular Meeting at 9:50 a.m. to go into Closed Session.**

**8. Closed Session:**

**A. Conference with Legal Counsel – Existing Litigation:**

One case. Carne v Stanislaus County Animal Services Agency, et al., U.S. District Court – Central District of California, Case No. 19-CV-01151 (Government Code Section 54956.9 (d)(1))

ATTESTED: Linda Ford, Clerk

of the Governing Board  
of the Joint Powers Agency  
of the Stanislaus Animal Services Agency  
State of California

(The above is a summary of the minutes of the Governing Board of the Joint Powers Agency. Complete minutes are available from the Clerk at Stanislaus Animal Services Agency, 3647 Cornucopia Way in Modesto, CA.)