

**SANTA CRUZ COUNTY ANIMAL SHELTER**  
**BOARD OF DIRECTORS MEETING**  
Minutes of Monday, August 12, 2019, 11:00 AM  
Watsonville City Council Chambers  
275 Main Street, 4<sup>th</sup> Floor, Watsonville, CA 95076

VOTING KEY: C=Coburn, V= Vides, M=McKinley, W=Walpole, F=Flippo, B=Booth, Ca=Carney,  
R=Randolph, S=Schmidt

First initial indicates maker of motion, second initial indicates the "second"; upper case letter = "yes" vote; lower case letter = "no" vote; () = abstain; // = absent

- 1.0 Call to Order and Roll Call: Board Chair Mike McKinley called the meeting to order at 11:00am. Carlos Palacios sat in for Board Member Coburn. Captain Andy Dally sat in for Board Member Booth. Captain John Wilson sat in for Board Member Walpole. Board Members Carney and Flippo were absent.
- 2.0 Introductions: none
- 3.0 Late Additions or changes to agenda: none
- 4.0 ORAL COMMUNICATION – One person addressed the Board on matters unrelated to the day’s Agenda
- 5.0 CONSENT AGENDA
  - 5.1 Approved minutes of the June 10, 2019 ASA Board Meeting
  - 5.2 Accepted reports of the General Manager and Management Team for June and July 2019
  - 5.3 Accepted the statistics for the months of June and July 2019
  - 5.4 Accepted and approved quarterly report for all claims under \$10,000
  - 5.5 Accepted and approved journal entry payments with the County of Santa Cruz for FY18/19 fourth quarter
  - 5.6 Approved fixed asset inventory for 2019
  - 5.7 Authorized General Manager to assign capital improvement funds of \$13,241 for washing machine installation and removal of old machine and approved FY19/20 Capital Reserve budget
  - 5.8 Accepted a donation in the amount of \$25,000 from the Santa Cruz County Animal Shelter Foundation to go towards the purchase of a new transport vehicle
  - 5.9 Approved a purchase in the amount of \$34,075.10 for a new transport vehicle
  - 5.10 Accepted and approved amendment to Exhibit A and D of the FY19/20 Animal Shelter budget and ratified approval of extending all limited term positions until June 30, 2020

Board action on Consent Agenda 5.0: CWVM /F/ B /Ca/ RS

## 6.0 REGULAR AGENDA

### 6.1 General Manager's Oral report

General Manager Melanie Sobel reported that she will continue to take comments and suggestions on the new model animals ordinance. The plan is to present the next draft of the model ordinance to the Board at the October meeting.

Ms. Sobel stated that the County Planning Commission is scheduled to review the plans for the campus expansion project at their meeting on 8/28/19.

ASA Board Member Coburn plans to meet with a representative from the County Auditor's Office to discuss the fiscal impacts of the proposed multi-year dog license sales. Staff will report on that decision at the October meeting.

Ms. Sobel also reported that the Shelter ran cat adoption specials during the summer months in an effort to place more cats and kittens in new adoptive homes.

Board Member Vides thanked staff for their efforts to educate the Watsonville community on licensing and spay/neuter for companion animals. She mentioned that she met ASA staff members at the recent National Night Out event and she appreciated their enthusiasm.

Ms. Sobel expressed her thanks to Board Member Vides for arranging to have the ASA licensing information printed in English and in Spanish in the newsletter that is included in the monthly water bills for Watsonville residents.

Board action on Regular Agenda Item 6.1: VSCMW /F/ B /Ca/ R

### 6.2 Approved financial report for the months of June and July 2019.

Ms. Sobel noted that the revenue reported for this period was only at 2% since the member contributions had not been posted yet. She noted that license revenue was just slightly less for FY19 than it was for the previous fiscal year; however, for the current fiscal year to date, the license revenue is up significantly. The increase is attributed to Ben Winkleblack for creating a report to send notices out to dog owners who have vaccinated their dogs but have not licensed.

Board action on Regular Agenda Item 6.2: WRCVM /F/ B /Ca/ S

6.3 Approved report on audit of Santa Cruz County Animal Shelter for the year ended June 30, 2018

Each Board member was given a hard copy of the audit report for year ended June 30, 2018 in addition to an electronic copy. There was no management letter or findings.

There were no questions from the Board and no public comment on Item 6.3.

Board action on Regular Agenda Item 6.3: CWVM /F/ B /Ca/ RS

7.0 Regular meeting was adjourned at 11:17 am.

The next regular meeting is scheduled for Monday, October 21, 2019 at 11:00am at the Board of Supervisors Chambers, 701 Ocean Street, 5<sup>th</sup> Floor.