

**AGENDA  
MEETING OF THE  
ANIMAL CARE JPA  
THURSDAY, FEBRUARY 24, 2011, 10:00 A.M.  
YUCCA VALLEY COMMUNITY CENTER MESQUITE ROOM**

**ROLL CALL:** Directors Cronin, Hagerman, Huntington, Chair Derry

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

Approve the minutes of January 27, 2011 as presented

**DIRECTORS REPORTS/UPDATES**

**DISCUSSION ITEMS**

1. Discuss the Appointment of the Project Manager (continued from 1/27 meeting)
2. Sub Committee Report Regarding neighborhood questions presented at the 1/27 Meeting.
3. Upland facility overview presentation
4. Reimbursement Strategies

**FUTURE AGENDA ITEMS**

- A. Approve 2009-10 Audit Expense (continued from 1/27 meeting)

**PUBLIC COMMENTS**

**ADJOURNMENT**

**ANIMAL CARE JPA MINUTES  
THURSDAY, JANUARY 27, 2011**

Chair Derry called the meeting to order at 10:00 a.m. with Directors Hagerman, Huntington, Cronin and Chair Derry present.

**PLEDGE OF ALLEGIANCE**

Led by Chair Derry

**APPROVAL OF MINUTES**

Approve the minutes of September 30, 2010 as presented.

Director Huntington moved and Director Cronin seconded to approve the minutes of September 30, 2010. As there was no objection, the minutes stand approved.

**DIRECTORS REPORTS/UPDATES**

None

**DISCUSSION ITEMS**

**1. Acknowledge Appointment of Council Member Isaac Hagerman to JPA Board**

Director Hagerman was welcomed to the board.

**2. Accept 2009-10 Annual JPA Audit Report.**

Upon motion by Director Cronin and second by Director Huntington, the 2009-10 Annual JPA Audit Report was accepted.

**3. Approve 2009-10 Audit Expense**

Director Cronin advised that the management letter is still being prepared, and noted that the Board had previously approved expenditure of up to \$7,760 in 2010, but the bill has yet to be submitted, therefore, he recommended that the item be continued to the next meeting.

Upon motion by Director Huntington, second by Director Hagerman and no objection stated, the item was continued.

**4. Approve Insurance Premium Cost Estimates**

Director Cronin advised the list of cost estimates total \$4480 and recommend the Board accept the premiums.

Director Huntington commented that last year the Board spent \$1856 for insurance and questioned if that was a partial payment. Director Cronin advised that was for a full year, however, the Board's responsibility has expanded so the costs have increased.

Upon motion by Director Huntington, second by Director Hagerman and no opposition stated the item was approved.

**5. Discuss Architect's Contract – Williams Architects, Inc.**

Director Cronin presented the contract to board in its final form noting that the architects' fee of \$251,561 has been negotiated and is presented to the Board for authorization of the expense. Upon that approval the Architect will begin the process of developing and designing the facility.

Director Huntington commented regarding Article 9. JPA Responsibilities in the contract, noting that 9.2 states "as deemed necessary by the JPA, the Architect will provide soils investigation ..." noting he sees that as part of the Architects' responsibility rather than the JPA's. County Counsel Hinesley advised that is a part of the Architect's responsibility listed under the fixed fee.

Upon motion by Director Huntington, second by Director Hagerman and no objections stated, the contract was approved.

**6. Discuss the Appointment of the Project Manager**

Director Cronin advised, as outlined in the Architect agreement, there needs to be a lead individual assigned to oversee the project on behalf of the JPA Board. Originally it was thought that he would be the manager, however, in reality it should be someone from Town staff. His recommendation is that someone from the Town be designated as Project Manager and he would be designated as alternate backup. A motion is needed to identify someone to serve in this role, potential costs that would be incurred, and to present a cost reimbursement arrangement along with a time schedule, also that he be given authority to assist the individual.

Town Manager Nuaimi advised he will be happy to be designated as the Project Manager right now, however, it may be a multi-headed monster starting with Animal Control Supervisor Crider and transitioning to the Engineering Department. Staff will bring back the designee to the next meeting and give a strategy at that time.

Director Huntington stated that person has to have the power to identify and make change orders. County Counsel Hinesley advised the appointment of the designee needs to be in writing. Town Manager Nuaimi advised it is likely be him.

Upon motion by Director Cronin and second by Director Hagerman with no objections stated, the item was continued to the next meeting.

**7. Receive Report from Town Regarding Project Site Considerations.**

Town Manager Nuaimi advised at the January 7<sup>th</sup> Town Council Strategic Planning Session staff presented the concept of reconsideration of the current site. The initial unveiling of the project and presentation to the Planning Commission did not quantify the impacts of a new facility that will actually mitigate many of the existing impacts to the community and the fact that the current site is adequate to bring forward a project the community can embrace. We have taken members of the neighborhood to the Upland facility. Staff is proposing to move forward on this site and will work with architect, community and Planning Commission to bring forward a project that is acceptable.

Ernie Goodlander, Skyline Ranch Road, advised he lives on 5 acres close to the facility and advised that no one has contacted him to let him know what is going on other than placement of a business card on his door. He noted he does not want it there.

Dallas Nudson, Paseo Los Ninos, advised he lives right next door, and noted the site was rejected previously. He expressed concern about having access to his property cut off.

Chair Derry advised that the project will be going back to the Planning Commission. Town Manager Nuaimi advised that as the project gets designed it will be heard at the Planning Commission and the Town Council. With regard to concerns of noise based on the present facility, it is anticipated that the design will be similar to the Upland facility which is right in the middle of the neighborhood.

With regard to comments from the audience regarding only going to the Upland facility to view their site, Chair Derry advised that the Upland site was selected because it was designed by the same architect.

Margo Sturges, Yucca Valley, questioned why the tour was on a Saturday, and whether that time is as busy as it would be during the week. It is her understanding the Upland facility was more costly than what we are designing and she wondered if they are taking more mitigation measures than the Town would be. Chair Derry advised that part of that will be determined by the architecture. Director Cronin added that the Town's shelter will be ½ the size of the Upland facility and will be 1/3 the cost. We can receive more value for our investment due to the economy. Town Manager Nuaimi advised the decision to select a Saturday was to accommodate the schedule of the residents who wanted to attend, and added it was a very busy day. He encouraged folks, if they have the opportunity, to look at the facility.

Marti Poist, Rancho Mesa, commented regarding facility tour and advised they have submitted 6 questions they would like answered.

Director Cronin recommended that the Board consider a motion that when the contract is signed, a subcommittee be assigned to work with the architect to address the questions that were presented and to bring a report to the next meeting.

Directors Cronin and Huntington were selected as the sub committee.

Director Hagerman recommended, in terms of tours, that the Town focus on the immediate neighbors to go see the shelters we are going to tour.

A meeting will be scheduled with the subcommittee to meet with the architect.

**8. Develop Timeline to Receive Payment Plan from the Town.**

Town Manager Nuaimi distributed and explained two scenarios of a repayment plan, noting the Town has already forwarded over \$400,000.

Director Cronin stated he has been advised that both the Town Council and County Board of Supervisors will need to accept the proposed plan and recommended this item also go to the subcommittee and brought back to the next JPA meeting. There is enough money in the account to move forward with the architect. Once there is a signed contract the Board will have to determine who the project manager will be.

Director Cronin moved to authorize the subcommittee to essentially act as the project manager for a short period of time to allow the Architect to perform Section 1.3a and b of the contract. Director Huntington seconded. It was clarified that the subcommittee is going to meet and authorize notice to be given to the architect to start under section 1.3a and when the subcommittee feels necessary, 1.3b. No objection to the motion.

**FUTURE AGENDA ITEMS**

**PUBLIC COMMENTS**

Members of the audience commented and asked questions regarding the project, location and timeline.

**ADJOURNMENT**

There being no further business the meeting was adjourned at 11:06 a.m. to February 24, 2011 at 10:00 a.m.

Respectfully submitted

Jamie Anderson  
Town Clerk