



**BOARD OF DIRECTORS**  
Sutter Animal Services Authority

**MEETING AGENDA SUMMARY**

**October 23, 2017**  
**Regular Meeting 1:00 P.M.**  
**YUBA CITY COUNCIL CHAMBERS**  
**1201 CIVIC CENTER BLVD**  
**YUBA CITY CA 95993**

**Lakhvir Ghag**  
City of Live Oak

**Aleksandar Tica, Vice-Chair**  
City of Live Oak

**John Buckland, Chair**  
City of Yuba City

**Shon Harris**  
City of Yuba City

**Larry Munger**  
Sutter County

**Ron Sullenger**  
Sutter County

**Alternates:**

Steve Alvarado, Live Oak : Manny Cardoza, Yuba City : Dan Flores, Sutter County

Materials related to an item on this Agenda submitted to the Board after distribution of the agenda packet are available for public inspection in the City Clerk's office at 1201 Civic Center Blvd., Yuba City, during normal business hours. Such documents are also available on the City of Yuba City's website at [www.yubacity.net](http://www.yubacity.net) subject to staff's availability to post the documents before the meeting.

If you need assistance in order to attend this meeting, or if you require auxiliary aids or services, e.g., hearing aids or signing services to make a presentation to the Board of Directors, the City is happy to assist you. Please contact the City Clerk at (530) 822-4817 at least 48 hours in advance so such aids or services can be arranged. City Hall TTY: 530-822-4732

**PROCEDURE FOR PUBLIC COMMENT**

The Sutter Animal Services Authority Board of Directors welcomes comments from the Public on any items on the agenda as they are discussed. In the interest of time, individuals will be limited to 3 minutes. Comments from the public on items, not part of the Agenda may be made under Public Participation. If you wish to speak on any item, please fill out a Speaker Card, noting the Agenda Item or Public Participation and present it to the Clerk.



**BOARD OF DIRECTORS**  
**Sutter Animal Services Authority**

**October 23, 2017**  
**Regular Meeting: 1:00 P.M.**  
**YUBA CITY COUNCIL CHAMBERS**  
**1201 CIVIC CENTER BLVD**  
**YUBA CITY CA 95993**

**1:00 P.M. CALL TO ORDER**

Roll Call – Executive Director Brad McIntire

- \_\_\_\_\_ Chairman Buckland
- \_\_\_\_\_ Vice-chairman Tica
- \_\_\_\_\_ Director Ghag
- \_\_\_\_\_ Director Harris
- \_\_\_\_\_ Director Munger
- \_\_\_\_\_ Director Sullenger

Pledge of Allegiance

**GENERAL ITEMS**

**1. Minutes June 26, 2017**

Recommendation: Approve the Minutes of June 26, 2017

**2. Implementation of Fees for “Other Animals”**

Recommendation: Adopt surrender, euthanasia, and adoption fees for Rodents, Reptiles, Birds and Rabbits

**3. 2018 Meeting Calendar**

Recommendation: Approve the Meeting Calendar for the Calendar Year of 2018

**4. Animal Services Manager Oral Report**

**PUBLIC COMMENT**

Members of the public will be allowed to address the Sutter Animal Services Authority Board of Directors on any item mentioned that has been described in the notice of this meeting. In the interest of time, individuals will be limited to 3 minutes.

**ADJOURNMENT**



**MINUTES (Draft)**  
**Sutter Animal Services Authority**  
**June 26, 2017**  
**Regular Meeting: 1:00 P.M.**  
**YUBA CITY COUNCIL CHAMBERS**  
**1201 CIVIC CENTER BLVD**  
**YUBA CITY CA 95993**

**CALL TO ORDER**

Chairman Buckland called the Regular meeting of the Sutter Animal Authority at 1:00 p.m.

Present: Directors Cardoza, Ghag, Sullenger, Tica and Chairman Buckland

Absent: Directors Harris and Munger

Pledge of Allegiance

Director Cardoza led the pledge of allegiance.

**GENERAL ITEMS**

**1. Minutes April 17, 2017**

Director Cardoza moved to approve the minutes of April 17, 2017. Director Ghag seconded the motion that passed with a unanimous vote.

**2. Proposed Operational Budget – Fiscal Year 2017-2018**

Director Cardoza moved to adopt the Proposed Operational Budget for Sutter Animal Services Authority for Fiscal Year 2017-2018. Director Ghag seconded the motion that passed with a unanimous vote.

**3. Business from the Board**

Animal Services Manager Diana Barrett provided answers to questions regarding stray cats and pitbulls.

**PUBLIC COMMENT**

No speakers came forward.

**ADJOURNMENT**

Chairman Buckland adjourned the regular meeting of the Sutter Animal Services Authority at 1:23 p.m.

\_\_\_\_\_  
John Buckland, Chairman

ATTEST:

\_\_\_\_\_  
Terrel Locke, Secretary



**BOARD OF DIRECTORS**  
Sutter Animal Services Authority

**Date:** October 23, 2017  
**To:** Sutter Animal Services Authority Board of Directors  
**From:** Diana Barrett, Animal Services Manager  
Brad McIntire, Executive Director

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**Subject:** Implementation of Fees for “Other Animals”  
**Recommendation:** Adopt surrender, euthanasia, and adoption fees for Rodents, Reptiles, Birds and Rabbits  
**Fiscal Impact:** Will increase annual revenue of \$500 to \$1,000 per year

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**Purpose:**

Help Sutter Animal Services Authority (SASA) offset the costs of housing, feeding, or euthanizing animals.

**Background:**

Currently, SASA has no fee for the surrender, euthanasia, or adoption of other animals including wildlife, that are not dogs, cats or livestock. This has always been a source of confusion. This classification of pets includes rodents, rabbits, birds and reptiles.

**Analysis:**

Staff is requesting the Board consider creating a fee structure for surrender, euthanasia and adoption for this classification of animals (Exhibit A). Fees would help offset the cost of specialty foods, cages, and euthanasia. In 2015, SASA took in 150 animals and adopted out 34. In 2016, SASA took in 147 animals and adopted out 30.

If approved new fees would be implemented 30 days from approval.

**Alternatives:**

1. Deny the recommendation and continue the past practice of not charging for this classification of animal.
2. Request staff return with more information from other jurisdictions.

**Recommendation:**

Adopt surrender, euthanasia, and adoption fees for Rodents, Reptiles, Birds and Rabbits.

Prepared By:

[/s/ Diana Barrett](#)

Diana Barrett  
Animal Services Manager

Submitted By:

[/s/ Brad McIntire](#)

Brad McIntire  
Executive Director

## Exhibit A

 <b>Other Animal Fees</b>	<b>SASA</b> Current	<b>SASA</b> (Proposed)	<b>*Butte</b> <b>County</b>	<b>*Yuba</b> <b>County</b>
<b>Surrender or Euthanasia Fee</b>				
Reptiles (Snake, lizards, tortoise, or turtle)	None	\$25.00	\$25 Surrender \$10 Disposal	None
Large Bird (Cockatoo, parrot, etc.)	None	\$25.00	\$25 Surrender \$10 Disposal	None
Rabbit	None	\$25.00	\$25 Surrender \$10 Disposal	None
Rodent (Rat, Guinea Pig, Hamster, etc.)	None	\$15.00	\$25 Surrender \$10 Disposal	None
Small Bird (Parakeet, Chicken, etc.)	None	\$10.00	\$25 Surrender \$10 Disposal	None
<b>Adoption Fee</b>				
Reptiles (Snake, lizards, tortoise, or turtle)	None	\$25.00	None	None
Large Bird (Cockatoo, parrot, etc.)	None	\$25.00	None	None
Rabbit	None	\$15.00	None	None
Rodent (Rat, Guinea Pig, Hamster, etc.)	None	\$15.00	None	None
Small Bird (Parakeet, Chicken, etc.)	None	\$10.00	None	None
<b>Redemption Fee</b>				
Reptiles (Snake, lizards, tortoise, or turtle)	None	\$35.00	None	None
Large Bird (Cockatoo, parrot, etc.)	None	\$35.00	None	None
Rabbit	None	\$25.00	None	None
Rodent (Rat, Guinea Pig, Hamster, etc.)	None	\$15.00	None	None
Small Bird (Parakeet, Chicken, etc.)	None	\$10.00	None	None

Both Yuba County Animal Care Services and Butte County SPCA report that they have no set fees for other animals, but both stated a need for set fees. The exception is that Butte County SPCA charges a set fee for Euthanasia Requests plus a disposal fee.



**BOARD OF DIRECTORS**  
Sutter Animal Services Authority

**Date:** October 23, 2017  
**To:** Sutter Animal Services Authority Board of Directors  
**From:** Brad McIntire, Executive Director

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**Subject:** 2018 Meeting Calendar  
**Recommendation:** Approve the Meeting Calendar for the Calendar Year of 2018  
**Fiscal Impact:** There is no fiscal impact associated with this proposal

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**Background:**

Per Section 2.7.1 of the Joint Powers Agreement, the Board of Directors shall provide for regular meetings (a minimum of four per year) at a date, time and place fixed by the Rules of the Board.

Special Meetings may be called at any time (Section 2.7.2) by two or more Board Members representing two or more jurisdictions in accordance with the provisions of Section 54956, et seq., of the California Government Code, as may be amended from time to time.

Staff recommends the following meeting schedule for 2018:

- January 22<sup>nd</sup> @ 1:00pm
- April 16<sup>th</sup> @ 1:00pm (FY 17/18 Budget Review and Discuss FY 18/19 Budget Proposal)
- June 25<sup>th</sup> @ 1:00pm (Discuss and Adopt FY 18/19 Budget)
- October 22<sup>nd</sup> @ 1:00pm

**Fiscal Impact:**

There are no fiscal impacts associated with approving the Meeting Calendar for 2018.

**Recommendation:**

Per the Joint Powers Agreement, staff recommends approving the Meeting Calendar for 2018.

Prepared and Submitted By:

[/s/ Brad McIntire](#)

Brad McIntire  
Executive Director

Reviewed By:

SASA Attorney: ok by email